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MAINE STATE GOVERNMENT ANNUAL REPORT

1979-1980

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MAINE

**A Compilation of
Annual Reports of
State Departments and Agencies**

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1980**

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Bureau of the Budget

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The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

MAINE STATE GOVERNMENT ANNUAL REPORT

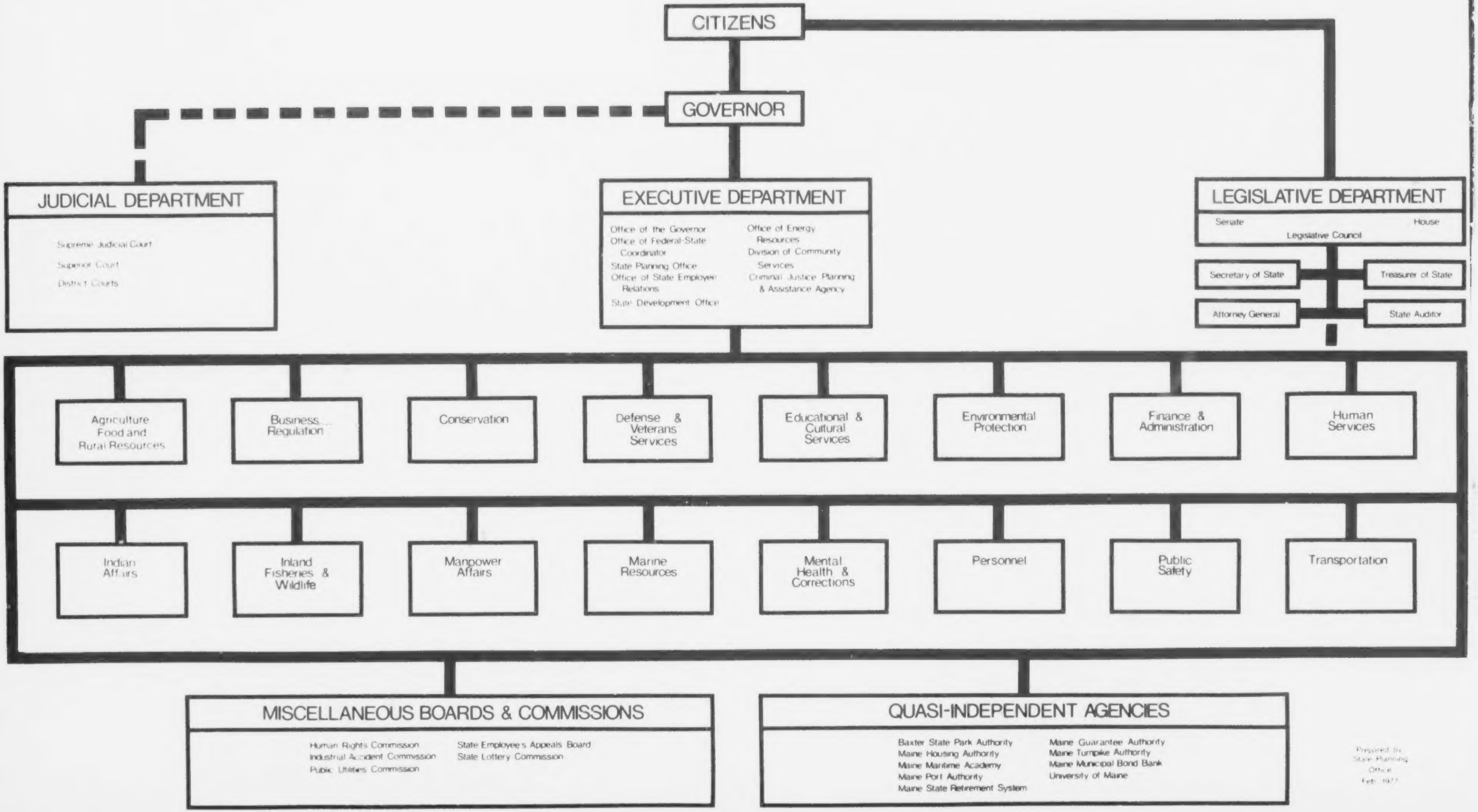
1979-1980

Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

Major State Agencies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Treasurer of State
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Maine Housing Authority
Maine Maritime Academy
Maine Port Authority
Maine State Retirement System
Maine Guarantee Authority
Maine Turnpike Authority
Maine Municipal Bond Bank
University of Maine

Prepared by
State Planning
Office
Feb. 1977

FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basis elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the recently enacted "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government
01 Economic Development
02 Education and Culture
03 Human Services
04 Manpower
05 Natural Resources
06 Public Protection
07 Transportation

Umbrella. In order to make the list of some 350 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01	Department of Agriculture, Food and Rural Resources
02	Department of Business Regulation
04	Department of Conservation
05	Department of Educational and Cultural Services
06	Department of Environmental Protection
07	Executive Department
08	Department of Finance and Administration
09	Department of Inland Fisheries and Wildlife
10	Department of Human Services
11	Department of Indian Affairs
12	Department of Manpower Affairs
13	Department of Marine Resources
14	Department of Mental Health and Corrections
15	Department of Defense and Veterans Services
16	Department of Public Safety
17	Department of Transportation
26	Department of Attorney General
27	Department of Audit
28	Treasury Department
29	Department of The Secretary of State
30	Legislative Department
40	Judicial Department
60	(Office of) Commissioner of Personnel
65	Public Utilities Commission
75	Maine Maritime Academy
78	Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90	Independent Agencies—Regulatory
92	Independent Agencies—Advisory
94	Independent Agencies—Other
98	Independent Agencies—Interstate Compact
99	Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number*. Each unit created by a special Legislative Order or by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter*.

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count,* where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964*, as amended, the *Public Laws of the State of Maine*, and *Agencies of Government, State of Maine, 1820-1971*, published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS. This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR. Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

● ● ● ●

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index and table of contents. The data included in the report section will be limited to directory information.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*
01 337	Maine Food and Farmland Study Commission	P&SL 1977 Ch 65
01 022	Sardine Industry Advisory Board	32 MRSA Sect 4152
92 434	Hazardous Materials Advisory Board	25 MRSA Sect 2108
94 049	Commission to Revise Statutes Relating to Juveniles	P&SL 1975 Ch 101

INACTIVE ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*
02 368	Banking Advisory Board	9B MRSA Sect 216
94 286	Boundary Commission, Interstate	1971 P&SL Ch 131
10 161	Children and Youth, Governor's Committee on	1975 P&SL Ch 90
07 102E	Development and Conservation, Governor's Advisory Committee on Coastal	Exec Order FY 76 #10
29 258	Driver Licensing and Vehicle Registration, Advisory and Review Board on	29 MRSA Sect 2246
10 156	Drug Abuse Coordinating Committee, State Government	22 MRSA Sect 7111

15 217	Emergency Preparedness Council, Civil	37A MRSA Sect 56
94 372	Finance Commission, Education	1977 P&SL Ch 711
04 068	Forest Authority, Maine	12 MRSA Sect 1701
94 390	Homemakers Advisory Council, Displaced	26 MRSA Sect 1604
10 158	Interdepartmental Coordinating Committee (OADAP)	22 MRSA Sect 1366
30 273	Intergovernmental Relations, Commission on	3 MRSA Sect 271
07 102L	Marketing and Information Committee	Exec Order FY 78 #13
98 394	Planning Commission, New England Interstate	10 MRSA Sect 304
04 065	Trails System Advisory Committee, Maine	12 MRSA Sect 602

NEWLY CREATED or RENAMED* ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*	*Date*
07 102F	Alcohol and Drug Abuse Prevention, Governor's Citizen Advisory Committee on	Exec Order FY 80 #13	Mar 1980
12 181	Apprenticeship and Training Council, State (Formerly: Maine State Apprenticeship Council)	26 MRSA Sect 1004	Sep 1979*
02 302	Auctioneers Advisory Board	32 MRSA Sect 271	Sep 1979
12 168C	CETA, Office of Maine	Exec Order FY 80 # 1	Jul 1979
01 024	Dairy Promotions Board, Maine (Formerly: Maine Milk Tax Committee)	36 MRSA Sect 4503	Sep 1979*
99 430	Eastern States Exposition, Maine Trustees Advisory Board	7 MRSA Sect 403	Jun 1979
07 102N	Employee Relations, Governor's Office on	Exec Order FY 79 # 8	Mar 1979
12 169	Employment Security, Bureau of	26 MRSA Sect 1043	Mar 1980
12 168A	Employment and Training Council, State	Exec Order FY 79 # 14	May 1979
90 347	Energy Efficiency Building Performance Standards, Advisory Council	5 MRSA Sect 1414	Sep 1979
90 424	Energy Testing Laboratory, Board of Directors of the	10 MRSA Sect 9102	Sep 1979
09 143	Guides and Trip Leader's Curriculum Board, Junior Maine (Formerly: Junior Guide Examining Board)	12 MRSA Sect 7302	Jan 1980*
99 427	Indian Housing Mortgage Insurance Committee	30 MRSA Sect 4786	Jun 1979
07 102P	Judicial Appointments, Governor's Select Committee on	Exec Order FY 79 # 5	Mar 1979
92 410	Juvenile Code, Committee to Monitor Implementation	15 MRSA Sect 3601	Jun 1979

07 112A	Juvenile Justice Advisory Group	Exec Order FY 80 # 4	Oct 1979
92 340	Lobster Advisory Council	12 MRSA Sect 6462	Sep 1979
07 102U	Management Task Force, Governor's	Exec Order FY 80 # 8	Oct 1979
07 102Q	Manpower Development, Governor's Commission on Mental Health	Exec Order FY 79 # 7	Mar 1979
10 369	Marijuana Therapeutic Program) Participation Review Board (to	22 MRSA Sect 2405	Sep 1979
07 102S	Municipal Advisory Council, Governor's	Exec Order FY 79 # 11	May 1979
92 417	Nuclear Generation Facilities, Joint Select Committee on	P&SL 1979 Ch 59	Sep 1979
02 381	Oil and Solid Fuel Board (Formerly Technicians Licensing Board)	32 MRSA Sect 2351	Sep 1979*
90 040	Real Estate Continuing Education Committee	32 MRSA Sect 4115B	Sep 1979
30 303	Retirement System, Joint Select Committee to Study the Maine State	P&SL 1979 Ch 63	Oct 1979
17 243	Transportation, Bureau of Public	23 MRSA Sect 4206	Jun 1979
92 363	Transportation Advisory Committee, Public	23 MRSA Sect 4206	Jun 1979
07 102R	Vacation-Travel Council, Maine	Exec Order FY 79 # 10	Apr 1979
92 418	Water Protection Commission, Ground	P&SL 1979 Ch 43	Sep 1979
07 102T	World Trade, Governor's Advisory Committee on	Exec Order FY 80 # 7	Oct 1979

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1980.

PUBLICATIONS: "Your Health Care Benefits And How To Use Them." (free)

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

STEWART N. SMITH, COMMISSIONER (from 6/1/79)
JOSEPH N. WILLIAMS, COMMISSIONER (until 6/1/79)
PAUL J. EASTMAN, Deputy Commissioner (until 10/1/78)

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2298
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 306 *Legislative Count:* 148

Organizational Units:
Office of Sealer of Weights and Measures
Division of Administration (Agriculture)
Division of Animal Industry
Division of Animal Welfare
Division of Plant Industry
Division of Inspections (Agriculture)
Division of Markets (Agriculture)
Division of Promotions (Agriculture)
Maine Milk Commission
Maine Dairy and Nutrition Council Committee
Maine Milk Tax Committee
Office of State Horticulturist
Maine Potato Marketing Committee
Seed Potato Board
Board of Pesticides Control
(Animal Welfare) Advisory Board
Sardine Industry Advisory Board
State Soil and Water Conservation Commission
Board of Veterinary Medicine
State Harness Racing Commission
Maine Agricultural Bargaining Board
Maine Potato Commission

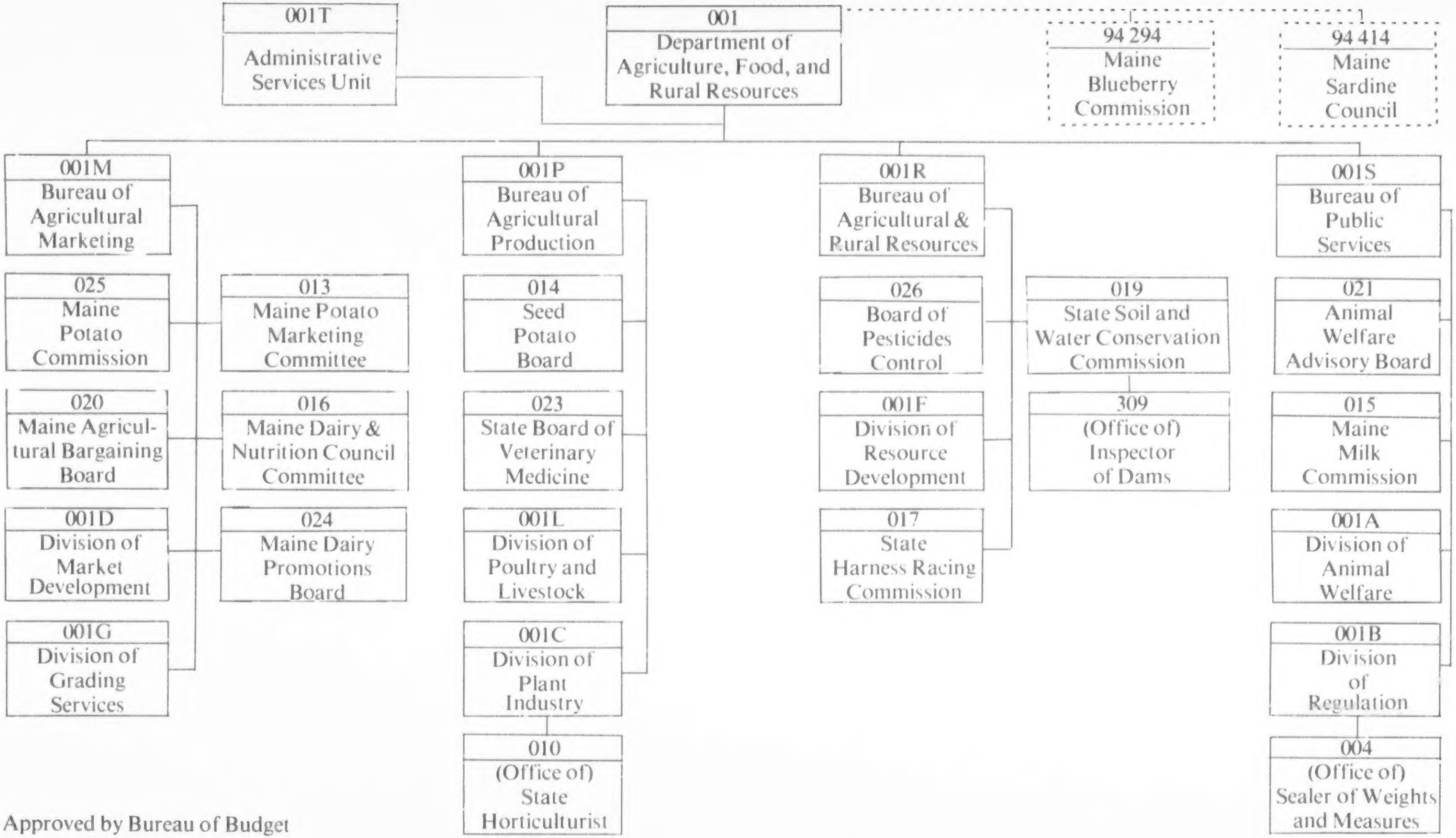
PURPOSE: The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the fullest possible development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department of Agriculture have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register economic poisons and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905. The State Entomologist came into being in 1907, with the title changed to State Horticulturist in 1911. The position of Crop Pest Commissioner was established in 1915 and continued until 1931.

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01


001T Administrative Services Unit
001 Department of Agriculture, Food, and Rural Resources
94 294 Maine Blueberry Commission
94 414 Maine Sardine Council
001M Bureau of Agricultural Marketing
025 Maine Potato Commission
013 Maine Potato Marketing Committee
020 Maine Agricultural Bargaining Board
016 Maine Dairy & Nutrition Council Committee
001D Division of Market Development
024 Maine Dairy Promotions Board
001G Division of Grading Services
001P Bureau of Agricultural Production
014 Seed Potato Board
023 State Board of Veterinary Medicine
001L Division of Poultry and Livestock
001C Division of Plant Industry
010 (Office of) State Horticulturist
001R Bureau of Agricultural & Rural Resources
026 Board of Pesticides Control
019 State Soil and Water Conservation Commission
001F Division of Resource Development
309 (Office of) Inspector of Dams
017 State Harness Racing Commission
001S Bureau of Public Services
021 Animal Welfare Advisory Board
015 Maine Milk Commission
001A Division of Animal Welfare
001B Division of Regulation
004 (Office of) Sealer of Weights and Measures

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,244,487	1,325,008	1,741,859		145,125	32,495
State Share of Retirement	537,532	214,724	293,181		24,215	5,412
Prof Service, Not By State	780,435	99,489	658,062		15,824	7,060
Computer Service, By State	2,914	751	1,564		599	
Other Prof.Serv., By State	40,248	22,677	—5,133		22,704	
Travel Expenses, In-State	375,033	152,184	199,905		20,061	2,883
Travel Expense, Out-State	61,967	15,830	26,580		1,227	18,330
Operation—State Vehicles	93,301	42,821	47,226		2,677	577
Utilities	93,679	46,963	35,284		5,538	5,894
Rents	19,468	10	15,808			3,650
Repairs	12,741	5,314	3,431		104	3,892
Insurance	4,983	3,706	443		9	825
General Operating Expense	312,540	54,845	233,903		2,904	20,888
Food	20,832	20,765	67			
Fuel	16,494	12,989				3,505
Other Supplies	180,462	39,348	105,634		1,670	33,810
Depreciation	9,513					9,513
Grants To Federal Govt.	10,000	10,000				
Grants to Local Govts.	3,982					3,982
Grants to Pub. & Priv. Orgs.	1,041,537	68,042	968,895		4,600	
Misc Grants to Individual	24,664	2,707	21,957			
Pensions	17,332	215	17,117			
Buildings & Improvements	1,475					1,475
Equipment Purchases	70,829	36,839	33,990			
Transfer to General Fund	30,970		30,970			
Trans. to Gen.-Fund Sta-Cap	44,619		37,187		5,760	1,672
TOTAL EXPENDITURES	7,052,037	2,175,227	4,467,930		253,017	155,863

Five of the present eight divisions came into being in 1919. The other three divisions are less than ten years old. The Milk Control Commission (now Maine Milk Commission) was created in 1935, the State Racing Commission (now State Harness Racing Commission) in 1935, Potato Tax Committee (now Maine Potato Commission) in 1941, Soil Conservation Committee and Districts (now State Soil and Water Conservation Commission) in 1941, Seed Potato Board in 1945, Maine Milk Advisory Committee (now Maine Dairy and Nutrition Council Committee) in 1949, Maine Milk Tax Committee in 1953, Board of Pesticides Control in 1965, Division of Promotions in 1967, and Division of Animal Welfare in 1974. The Agricultural Bargaining Board was established in 1973. The above named boards, commissions and committees were placed under the Department by State Government Reorganization Acts of 1972-1974. At the beginning of the 1978 fiscal year, activities of the Division of Promotions were placed by administrative order under the Division of Markets.

Legislation was enacted by the 2nd session of the 109th Legislature authorizing the reorganization of the department into four bureaus and changing the department's name to the Department of Agriculture, Food and Rural Resources effective July 3, 1980.

PROGRAM: The Department of Agriculture embraces seven divisions and more than a dozen agricultural agencies, with much of its responsibility regulatory and consumer protection in nature. More and more, however, the Department is called upon to address "general farm problems" which do not fall under the authority of its various divisions and agencies: farm land taxation and preservation, small farm problems, farm financing, energy in agriculture and food policy development. Many of these concerns have been addressed by the Food and Farmland Study Commission which completed its work on June 30, 1979. Its report has been submitted to the Governor and Legislature.

Specific activities of the Department of Agriculture during FY 80 are discussed in the following reports of its primary component agencies.

LICENSES, PERMITS, ETC.:

- License:
  - Fairs & Agricultural Exhibitions.

PUBLICATIONS:

- Laws relating to Maine fairs, includes
  - Stipend
  - Licensing of Exhibitions
  - Sales
  - Entry Fees
  - Pulling Events
  - Pari-Mutuel Pools
- Cash Farm Income
- The Activities and Responsibilities of *Your Maine Department of Agriculture*
- Maine Apple Varieties
- List of Free Publications of Department
- Maine-ly Agriculture (weekly)—$5 annual subscription.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF AGRICULTURE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prov. Service, Not By State	216	216				
Repairs	2,837	2,837				
Other Supplies	56	56				
TOTAL EXPENDITURES	3,109	3,109				

DIVISION OF ADMINISTRATION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Termination Scheduled to Start by:* July 3, 1980

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 005; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 10 *Legislative Count:* 9

PURPOSE: The Division of Administration provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, has been part of the Office of the Commissioner. With the appointment of a Director of Administrative Services in 1978 the division was reestablished as a separate entity.

Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

PROGRAM: During FY 79 the division was reorganized into two distinct units, Finance and Personnel. The units absorbed the fiscal, purchasing, and personnel functions of several small commissions and boards as the final step in centralizing major administrative activities. The division is the Administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The division maintains the official financial records for all department divisions and programs, except for the Seed Potato Board, and is responsible for computing and distributing annually the state stipend for agricultural fairs.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,162	191,162				
State Share of Retirement	25,368	25,368				
Prof. Service, Not By State	214	190	24			
Computer Service, By State	15	15				
Other Prof. Service, By State	300		300			
Travel Expenses, In-State	7,340	6,265	1,075			
Travel Expense, Out-State	4,503	3,633	870			
Operation, State Vehicles	309	309				
Utilities	12,408	12,158	250			
Repairs	915	915				
Insurance	69	69				
General Operating Expense	10,916	9,339	1,577			
Fuel	12,095	12,095				
Other Supplies	3,372	2,352	1,020			
Grants to Pub. & Priv. Orgs.	316,417	37,617	278,800			
Equipment Purchases	246		246			
Trans. to Gen-Fund Sta-Cap	357		357			
TOTAL EXPENDITURES	586,006	301,487	284,519			

MAINE AGRICULTURAL BARGAINING BOARD

STEWART N. SMITH, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2163
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Citation:* 13 M.R.S.A., Sect. 1956

Average Count—All Positions: 0 *Legislative Count:* 1

PURPOSE: The Maine Agricultural Marketing and Bargaining Act provides for the producers and handlers of agricultural products to negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization which feels it is qualified, may submit an application to the board for consideration to be qualified as a bargaining agent.

ORGANIZATION: The Maine Agricultural Marketing and Bargaining Act was enacted in 1973 by the 106th Legislature. This Act provides for a bargaining board of 5 members, appointed by the Governor: 1 producer, 1 handler and 3 public members.

PROGRAM: Demands for certification and arbitration between agricultural producers and handlers did not arise during the past fiscal year. With the expiration of the terms of some members and anticipated replacement appointments,the Board is expected to be reactivated in Fiscal 1981.

LICENSES, PERMITS, ETC.:
Qualifications:
Producers' (Bargaining) Associations

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE AGRICULTURAL BARGAINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expenses, In-State	215	215				
Utilities	1	1				
General Operating Expense	300	300				
TOTAL EXPENDITURES	516	516				

DIVISION OF ANIMAL INDUSTRY

JOHN A. SMILEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 008; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 14 *Legislative Count:* 14

PURPOSE: Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to suppress practices in those transactions which tend to minimize the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Productions. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

PROGRAM: The program of the Division is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All cattle imported from Canada will be tested for Brucellosis at the port of entry. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

Maine Production and Pullet Test. Section 79 of H.P. 1936—L.D. 1988, An Act Relating to Periodic Justification of Departments and Agencies of State Government under the Maine Sunset Law repeals Resolve 1929, c.153. Resolve 1929, c. 153 appropriated funds for the Maine Production and Pullet Test.

Dog License Administration. Under the Maine Agricultural Development Act of 1980, the administration of dog licenses was transferred to the Bureau of Public Services. The representatives of the Department of Agriculture, Food and Rural Resources in charge of animal husbandry shall be retained in the Bureau of Agricultural Productions and their new duties will be the promotion of animal husbandry within the State and the adjustment of claims for damage to sheep under Chapter, 715, 1980.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

Livestock Promotion. The Division will provide technical and professional direction to promote Animal Husbandry in the State.

LICENSES, PERMITS, ETC.:

- License:
  - Swine Garbage Feeders
  - Livestock & Poultry Dealers
- Permit:
  - Transportation
- Certificate:
  - Health

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

Laws relating to Disease Control of Domestic Animals and Poultry (contains rules and regulations pertaining to brucellosis in swine, control of equine infectious anemia, importation of dogs and cats and sale of dogs and cats, importation requirements, health requirements at fairs and exhibitions) (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ANIMAL INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	271,368	199,507	39,795		32,066	
State Share of Retirement	44,301	32,970	6,072		5,259	
Prof Service, Not By State	172,571	10,923	161,648			
Computer Service, By State	559	559				
Other Prof. Serv., By State	2	2				
Travel Expenses, In-State	13,624	9,954	3,641		29	
Travel Expense, Out-State	1,850	1,059	47		744	
Operation—State Vehicles	9,936	8,001	1,935			
Utilities	7,816	6,579	1,225		12	
Repairs	549	408	74		67	
Insurance	36	29	4		3	
General Operating Expense	14,533	9,874	4,496		163	
Food	20,765	20,765				
Fuel	894	894				
Other Supplies	35,270	14,415	20,694		161	
Misc. Grants to Individual	21,927	70	21,857			
Pensions	94		94			
Equipment Purchases	7,480	500	6,980			
Trans. to Gen.-Fund Sta-Cap	486		414		72	
TOTAL EXPENDITURES	624,061	316,509	268,976		38,576	

(ANIMAL WELFARE) ADVISORY BOARD

CECIL LANCASTER, CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2095
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: January 1, 1974 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1216
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise and consult with the Commissioner of Agriculture on matters pertaining to the humane treatment of animals.

ORGANIZATION: The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

PROGRAM: The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2095
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1974 *Sunset Termination Will Start by:* July 3, 1980

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 012; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 21 *Legislative Count:* 4

PURPOSE: The Division of Animal Welfare was established to enforce the State "Cruelty to Animals" statutes and to cooperate with humane societies and other interested citizens in developing programs for the proper and humane treatment of animals. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an (Animal Welfare) Advisory Board.

In accordance with the reorganization of the Maine Department of Agriculture as mandated by the Agricultural Development Act of 1980, the Division of Animal Welfare, as of July 15, 1980, will assume responsibility for the dog licensing administration and the licensing and inspection of pet shops and boarding kennels. Included under the dog licensing administration, is the inspection and approval of animal shelters authorized to hold stray and abandoned dogs, plus administering payments for the boarding of these dogs, from the dog licensing fees.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff will be authorized an increase of two positions. One (1) secretarial position and one (1) district humane agent position.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit.

PROGRAM: During FY 80, the Division's staff investigated more than 1,200 complaints of cruelty to animals or other related violations. 18 violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare has been charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

As a result of the Agricultural Development Act of 1980, future programs of the Division of Animal Welfare will include those functions and programs necessary to properly administer the dog licensing statutes plus the licensing and inspection of pet shops and boarding kennels.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters
Licenses issued to pet shops and boarding kennels

PUBLICATIONS:

Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ANIMAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	67,944	67,944				
State Share of Retirement	10,621	10,621				
Prof Service, Not By State	1,203	1,203				
Travel Expenses, In-State	14,762	14,762				
Travel Expense, Out-State	126	126				
Utilities	3,082	3,082				
Repairs	65	65				
Insurance	25	25				
General Operating Expense	968	968				
Other Supplies	678	678				
TOTAL EXPENDITURES	99,474	99,474				

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE

KATHERINE FOWLER, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The Maine Dairy and Nutrition Council Committee was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Committee's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council Committee was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council Committee was renamed the Maine Dairy and Nutrition Council Committee.

PROGRAM: The Maine Dairy and Nutrition Council Committee is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated four years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council Committee nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council Committee provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council Committee have been developed by the

National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council Committee has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, National Dairy Council is now in the process of expanding the program to include grades 7 thru 12. Target date for this phase of the program is 1980-81.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	48,303		48,303			
State Share of Retirement	8,231		8,231			
Travel Expenses, In-State	7,017		7,017			
Travel Expense, Out-State	1,711		1,711			
Utilities	2,854		2,854			
Rents	1,500		1,500			
Repairs	100		100			
Insurance	4		4			
General Operating Expense	7,292		7,292			
Other Supplies	40,473		40,473			
Grants to Pub. & Priv. Orgs.	8,692		8,692			
Transfer to General Fund	5,030		5,030			
Trans. to Gen.-Fund Sta-Cap	1,184		1,184			
TOTAL EXPENDITURES	132,391		132,391			

MAINE DAIRY PROMOTIONS BOARD

PRESTON ESTABROOK, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503.

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I Price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

For example, a tie in promotion was negotiated with the Arby's Restaurant Chain in Maine during the month of June. Preliminary results indicate not only a 20% increase of milk sales through their outlets during the promotion period, but a healthy increase in their overall fast food business. The Board is particularly encouraged with the results of this promotion since they indicate that, with proper promotion, milk sales can be increased in fast food outlets. According to research, fast food outlets offer a tremendous potential for increased sales of milk and dairy products.

Reports from the Milk Commission indicate that Maine Class I Sales for 1979 increased over the previous year by better than half a million quarts, and brings our per capita consumption to approximately 172 quarts as compared to the National average of 119.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The instore campaigns received constant praise from chain stores as being the finest of its kind. Each Sunday, over 300,000 people read Family Weekly or Parade magazine supplements. Twice during FY80, each one ran five-color, full-page ads. Each ad tied into the various themes of the instore promotions.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTIONS BOARD	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	18,342		18,342			
State Share of Retirement	2,856		2,856			
Prof Service, Not By State	355,322		355,322			
Travel Expenses, In-State	2,258		2,258			
Travel Expense, Out-State	1,588		1,588			
Utilities	327		327			
Rents	1,500		1,500			
General Operating Expense	4,793		4,793			
Other Supplies	88		88			
Grants to Pub. & Priv. Orgs.	32,562		32,562			
Pensions	2,996		2,996			
Equipment Purchases	961		961			
Transfer to General Fund	6,990		6,990			
TOTAL EXPENDITURES	430,583		430,583			

(OFFICE OF) INSPECTOR OF DAMS

ROBERT G. GERBER, STATE DAM INSPECTOR

Central Office: Ash Point Road, South Harpswell, Maine *Telephone:* 833-6334
Mail Address: Ash Point Road, South Harpswell, Maine 04079

Established: 1875 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 309; *Citation:* 38 M.R.S.A., Sect. 811

PURPOSE: The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

ORGANIZATION: The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineer receives as full compensation for his service, $75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

PROGRAM: Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

The State Dam inspector has informally inspected one dam, and another is scheduled for inspection. The rules and regulations for inspection of dams are scheduled for adoption on July 23, 1980.

FINANCES, FISCAL YEAR 1980: 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN
THOMAS WEBSTER, Executive Secretary

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261
Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 for minor violations of the Rules of Racing as adopted by the Commission; to supervise and regulate all medication administered to horses entered to race; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of three members appointed by the Governor, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are in a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $175,000.00 annually.

LICENSES, PERMITS, ETC.:

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	103,452	103,452				
State Share of Retirement	16,842	16,842				
Prof Service, Not By State	227	227				
Other Prof. Serv., By State	18,575	18,575				
Travel Expenses, In-State	24,595	24,595				
Travel Expenses, Out-State	662	662				
Utilities	1,335	1,335				
Repairs	430	430				
Insurance	24	24				
General Operating Expense	4,089	4,089				
Other Supplies	5,380	5,380				
Grants to Pub. & Priv. Orgs.	465,521	100	465,421			
Equipment Purchases	770	600	170			
Trans to Gen-Fund Sta-Cap	43		43			
TOTAL EXPENDITURES	641,945	176,311	465,634			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201

Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC:

License:
  Nurseryman
  Strawberry Plant Growers
  Beekeepers
Certificate:
  Phytosanitary
Permit:
  Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $80,000 in FY 80 and are, by administrative decision, included with those of the Division of Plant Industry.

DIVISION OF INSPECTIONS (AGRICULTURE)

CLAYTON F. DAVIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 011; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 75 *Legislative Count:* 39

Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Inspections was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and pesticides, ensuring registration of economic poisons; and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the implementation of, and continuing surveilance of, the "Returnable Bottle Law" and its labeling and redemption center regulations.

Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division also answers all consumer complaints on the same items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food & Drug Administration on recalls of products, and constructively inspects to benefit the industry, the consumer and the Federal government.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Pesticide Program. This program involves the registration of pesticide products for distribution in the state. Close cooperation with the Federal Act (FIFRA) is maintained. In addition to registration of products the Pesticide Control Act of 1975 allows for the issuance of additional uses of products for specific problems which may arise and also an opportunity for review of experimental programs being done within the state. The Sunset legislation amends this control act to allow for increased registration fee from $10.00 to $50.00 per product with portions of collected fees to be used by the Pesticide Control Board.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state. The Sunset legislation provides for registration fees collected under this program to be removed from dedicated funding.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis. Sunset legislation amends the Maine Seed Law to require retail dealers license and a seed labelers license.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. A registration and sampling program is maintained. The Sunset legislation amended the Maine Commercial Fertilizer Law by increasing the registration fee and tonnage tax and removal of monies collected from dedicated funding.

Inspections: Meat, Sardines, Blueberries and Bottle Bill. In recent years the general foods inspection program has increased due to the fact that the Division is better organized, enabling inspectors to find stores that had not been inspected before or have not seen an inspection for several years. The food inspection program also is responsible for the "Bottle Bill" enforcement. The general foods inspection program is in the midst of several changes. This past year the Legislature changed the Branding Law inspection from the Division of Markets to the Division of Inspections and reduced the law to do inspection in the retail stores. The staff was also reduced to 3 Branding Law Inspectors which will work with 3 Food Inspectors. The State has been divided into 6 areas in which 1 inspector is responsible for his assigned areas, after they have completed a training program.

The Legislature also passed laws that will require all food handling establishments to be licensed. This licensing will begin January 1, 1981.

The Sardine Inspection Program insures continual inspection of plants during canning operations and sampling of finished product to grade in compliance with grading standards as established by the industry.

The Blueberry Inspection Program is seasonal only. Inspectors are responsible for in-plant sanitation and blueberry magot control.

The Maine Meat Inspection Program was sunsetted and became a Federal Program on May 12, 1980.

The milk inspection program is being carried on at substantially the same level as in the past with most dairies being included on the Inter-State Milk Shippers list in order to sell their surplus milk.

The legislature has authorized an increase of license fees for producer dealers and milk plants. Fees for producer dealers shall range from $10.00 to $25.00 and milk plant license fees shall range from $25.00 to $50.00. The fee charged is based on the annual volume of milk sold.

Sunset legislation has eliminated the licensing of retail frozen dessert establishments, giving the responsibility for these to the Department of Human Services.

LICENSES, PERMITS, ETC.:

- License:
  - Seed
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Milk Dealers
  - Babcock Testers
  - Food Establishment
  - Beverage Plants
  - Wholesale Frozen Dairy Products
  - Wholesale
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Pesticide Products
  - Fertilizer Products
  - Feed Products
- Certificate:
  - Certificate of Competency
- Permit:
  - Blueberry Processors and Packers

PUBLICATIONS:

- Law .
  - Pesticide Control Act
  - Feed
  - Food
  - Seed
  - Hazardous Substances Labeling
  - Milk and Frozen Dairy Products
  - Meat Inspection
  - Commercial Fertilizer
  - Beverage Containers (all free)
  - Mimeographed rules and regulations pertaining to many of the above laws (all free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF INSPECTIONS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	656,343	357,995	221,855		76,493	
State Share of Retirement	111,485	60,691	37,891		12,903	
Prof Service, Not By State	134,348	61,108	65,740		7,500	
Other Prof Serv, By State	10,300		10,300			
Travel Expenses, In-State	135,680	75,869	46,821		12,990	
Travel Expense, Out-State	5,132	2,406	2,726			
Operation—State Vehicles	25,140	15,120	8,568		1,452	
Utilities	15,118	10,113	3,748		1,257	
Repairs	1,173	197	976			
Insurance	259	45	208		6	
General Operating Expense	10,268	4,943	5,305		20	
Other Supplies	8,819	4,128	3,733		958	
Grants to Pub. & Priv. Orgs.	125	125				
Pensions	781	167	614			
Equipment Purchases	10,937	5,921	5,016			
Trans. to Gen.-Fund Sta-Cap	6,971		5,404		1,567	
TOTAL EXPENDITURES	1,132,879	598,828	418,905		115,146	

DIVISION OF MARKETS (AGRICULTURE)

CARL M. BROWN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1917 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 006; *Citation:* 7 M.R.S.A. Sect. 3
Average Count-All Positions: 116 *Legislative Count:* 6

PURPOSE: The Division of Markets was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; to inspect eggs at various packing plants and to enforce the Branding Law with respect to various agricultural products.

ORGANIZATION: The Division of Markets was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Markets maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, three supervisors, and three clerks—plus 45 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

Poultry and Egg Grading. The Division has 25 regular graders on the poultry and egg program plus five spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Bean and Pea Inspection. The Division uses one person on bean inspection at South Paris and three employees on peas in Caribou during the processing season.

Objective Yield on Potatoes. Nine people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

At this time there is no definite plan to increase or decrease the present program. This only happens when demanded by the industries. The poultry and egg program has increased at a rapid rate in the past five years, but is expected to remain at the present level in the future.

In addition to the above activities the Division of Markets has taken over the responsibility for the enforcement of the Maine Potato Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes (in wholesale or jobbing quantities) to obtain a license. The Division also supplies administrative support for the Agricultural Bargaining Board.

Branding Law. There are four products that are required by law to be inspected at the retail, wholesale or packing level: apples, eggs, potatoes and maple products. Nine people carry out this program, assigned to various areas of the State. They also enforce the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

LICENSES, PERMITS, ETC.:

License:
    Users of Blue, White & Red Trademark
    Providers (of trademark supplies)
    Potato Handler's
    In-State Producers License
Registration:
    Controlled Atmosphere Apple Storage
Qualification:
    Producers' (Bargaining) Associations

PUBLICATIONS:

Laws relating to Maine Apple Grading (free)
Laws relating to Maine Egg Grading (free)
Laws relating to Maine Maple Branding (free)
Laws relating to Maine Potato Branding (free)
Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
(The following are all mimeographed sheets—free)
Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
Requirements for Use of State of Maine Blue, White and Red State Trademark
Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
Maple Regulations)
Maple Terms) Contained in booklet: Maine Maple Branding
Maple Standards)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MARKETS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,311,958	259,108	1,047,507		5,343	
State Share of Retirement	222,818	44,182	177,858		778	
Prof Service, Not By State	67,923	11,303	51,559		5,061	
Computer Service, By State	1,505		1,505			
Other Prof Serv, By State			—22,704		22,704	
Travel Expenses, In-State	113,884	8,796	101,833		3,255	
Travel Expense, Out-State	7,988	6,282	1,706			
Operation—State Vehicles	35,400	17,152	17,114		1,134	
Utilities	21,005	10,506	10,499			
Rents	2,506	10	2,496			
Repairs	1,331	232	1,099			
Insurance	2,914	2,744	170			
General Operating Expense	31,837	19,942	11,894		1	
Other Supplies	21,757	8,438	13,319			
Grants to Pub. & Priv. Orgs.	200	200				
Pensions	13,461	48	13,413			
Equipment Purchases	24,679	24,466	213			
Trans. to Gen.-Fund Sta-Cap	9,034		8,795		239	
TOTAL EXPENDITURES	1,890,200	413,409	1,438,276		38,515	

MAINE MILK COMMISSION

MARIA A. HANLEY, CHAIRMAN
ROBERT K. PLUMMER, Executive Secretary

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1976, the law was completely amended requiring the Commission to be comprised of 5 members and at all times include within its membership the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with statute and having top priority, the Commission is continuing an in-depth study of the costs of processing and distributing milk within the State of Maine. Studies will also include cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort with the Department of Agricultural and Resource Economics at the University of Maine at Orono as well as the Maine Milk Dealers' Association, Inc. In conjunction with the cost study, the Commission is continuing to develop a uniform system of accounts for reporting and allocating dealer costs. This will enable the Commission to accumulate and maintain current cost data with minimal time and effort.

The Legislature has clearly defined certain criteria which may be used in future price determinations by the Commission. Minimum prices are to be based on the lowest achievable cost at which milk purchased from Maine producers at Maine minimum prices can be received, processed, packaged and distributed within the State at a just and reasonable return, while-insuring an adequate supply of pure and wholesome milk to Maine consumers.

Of fiscal note are the additional funds made available to the Commission through the increase in the hundredweight fee assessment on the milk industry. This has enabled the Commission to defray the added expenses inherent with carrying out the provisions of the amended law. The assessment was increased October 1, 1976 to 3 cents per hundredweight equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in controlled Maine markets.

Commission plans are for maintaining an ongoing analysis of industry costs and returns to enable the Commission to establish minimum resale prices for milk which are just and reasonable while affording an adequate return to producers and dealers.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #80-6. Effective June 1, 1980 (available in Maine Milk Commission Office)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,030		50,030			
State Share of Retirement	7,593		7,593			
Prof Service, Not By State	8,851		8,851			
Other Prof Serv, By State	6,971		6,971			
Travel Expenses, In-State	4,192		4,192			
Travel Expense, Out-State	2,225		2,225			
Utilities	2,793		2,793			
Rents	105		105			
Repairs	255		255			
Insurance	4		4			
General Operating Expense	17,253		17,253			
Other Supplies	935		935			
Equipment Purchases	725		725			
Trans. to Gen.-Fund Sta-Cap	9,591		9,591			
TOTAL EXPENDITURES	111,523		111,523			

BOARD OF PESTICIDES CONTROL

STEWART N. SMITH, CHAIRMAN
DONALD MAIRS, Supervisor

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 22 M.R.S.A., Sect. 1452
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; to perform inspection-patrol work to check proper use of toxic chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed at its present level in 1970, and in 1973, placed within the Department of Agriculture. The Board is composed of eight ex officio members: the Commissioners of Agriculture, Human Services, Inland Fisheries and Wildlife, Marine Resources, Transportation, Environmental Protection, Conservation, and the Chairman of the Public Utilities Commission. The Board annually elects a chairman from its membership and employs personnel as necessary. A Federal Environmental Protection Agency grant now provides funds for the position of certification coordinator; the incumbent is responsible for administering federally-mandated applicator certification activities.

PROGRAM: The federally-mandated program for certification of pesticide applicators was continued. Some 150 private applicators were recertified to purchase and use restricted-use pesticides, and 100 new entries received initial certification. 140 dealer licenses were renewed, along with 525 commercial and governmental applicators who are relicensed annually. The certification program was maintained with 100% federal funds which drop to a maximum of 50% federal funding for the federal fiscal year 1981.

Budworm Program. Public opposition to the budworm spray program reached its highest level ever as many residents in the spruce-fir district testified at an eleven-hour Board hearing opposing licensing of the aerial applicator company. Others filed for an injunction against the license after it was issued but were overruled by the Court which upheld the Board's actions. In order to avoid problems experienced in 1979, the Board entered into a cooperative monitoring program with federal teams from Boston and Denver. The presence of Board's staff at the major airports, along with the federal teams efforts in aerial surveillance, air and water sampling, and spray card monitoring contributed to one of the best conducted programs in recent years.

Spray Complaint Response. Chemical trespass became a major issue in the summer of 1979 as the Board became inundated with complaints over aerial herbicide treatments on forest lands and aerial insecticide treatments on blueberry lands adjacent to homes. Regulatory actions involving garden produce analyses and applicator license suspensions in the Dennysville case exhausted the Board's budget and additional monies had to be obtained from the Governor's Contingency Fund. Assistance was also obtained from a federal laboratory to test sixty soil samples collected from all the affected gardens to confirm that herbicide residues had dissipated by Fall and would not hinder gardeners in the 1980 season.

Problems experienced in adequately responding to complaint situations, plus a continuing controversy over safety resulted in creation of six task forces to study various aspects of pesticide usage. The 109th Legislation responded by voting to restructure the Board with seven public members and to increase available funding by raising pesticide registration fees. The Board also took steps to increase its enforcement capabilities by gaining approval of a federal grant through which two new inspectors were hired at the close of the fiscal year.

LICENSES, PERMITS, ETC.:

License:
- Commercial Pesticide Applicators
- Pesticide Dealers

Certificate:
- Private Pesticide Applicators

Permit:
- Limited-Use Pesticide
- Critcal Area Pesticide Use

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	44,648	26,079			18,569	
State Share of Retirement	7,601	4,530			3,071	
Prof Service, Not By State	4,272	4,108	164			
Computer Service, By State	762	163			599	
Other Prof Serv, By State	4,100	4,100				
Travel Expenses, In-State	5,002	2,599	1,545		858	
Travel Expense, Out-State	248	43			205	
Operation—State Vehicles	138		47		91	
Utilities	3,836		595		3,241	
Rents	30		30			
Repairs	94	57			37	
Insurance	3	3				
General Operating Expense	4,104	2,194	1,164		746	
Other Supplies	1,205	630	81		494	
Trans. to Gen.-Fund Sta-Cap	1,978		280		1,698	
TOTAL EXPENDITURES	78,021	44,506	3,906		29,609	

DIVISION OF PLANT INDUSTRY

JOSEPH L. HARRINGTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1919 *Sunset Termination Scheduled to Start by:* July 3, 1980

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 009; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 34 *Legislative Count:* 5

Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner. No other impact is expected.

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 79.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers were handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1979 this division reinstated a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Interest in the program was increasing in early 1980.

LICENSES, PERMITS, ETC.:

- License:
    - Nurseryman
    - Strawberry Plant Growers
    - Beekeepers
- Certificate:
    - Phytosanitary
    - Certified Seed
- Permit:
    - Maine (intra- and interstate) Plants

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- List of Licensed Small Fruit Plant Growers—annual (free)
- The Maine Leaf—monthly (free)
- Floral Emblem of Maine (free)
- The Plant Kingdom (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	337,970	70,773	267,197			
State Share of Retirement	56,546	11,312	45,234			
Prof Service, Not By State	6,230	130	6,100			
Computer Service, By State	46		46			
Travel Expenses, In-State	25,871	4,243	21,628			
Travel Expense, Out-State	4,743	519	4,224			
Operation—State Vehicles	19 650	2,239	17,411			
Utilities	8,680	1,549	7,131			
Rents	6,684		6,684			
Repairs	577	70	507			
Insurance	53	7	46			
General Operating Expense	60,812	1,116	59,696			
Other Supplies	22,864	586	22,278			
Misc. Grants to Individual	2,637	2,637				
Equipment Purchases	23,744	5,352	18,392			
Trans. to Gen.-Fund Sta-Cap	9,272		9,272			
TOTAL EXPENDITURES	586,379	100,533	485 846			

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151
Average Count—All Positions: 19 *Legislative Count:* 19

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: FY 80 was devoted to upgrading sanitation procedures at Porter Farm. An Office and Control station was constructed at the farm entrance with a grant from the Economic Development Administration. It is now possible to control all vehicle and most pedestrian traffic on and off the farm. A shell house was constructed with a grant from the Maine Potato Commission at the proposed new farm entrance gateway on the Sal-Mor acquired property. This building will allow moving the farm foreman from the Porter Farm to this new entrance for better security and much improved sanitary control when the land swap with the town of Masardis now in final negotiating stage is completed and present farm road is closed to all non-farm traffic.

For FY 81 an additional grant from the Maine Potato Commision will allow completion of the shell house at the proposed new farm entrance.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,495					32,495
State Share of Retirement	5,412					5,412
Prof Service, Not By State	7,060					7,060
Travel Expenses, In-State	2,883					2,883
Travel Expense, Out-State	18,330					18,330
Operation—State Vehicles	577					577
Utilities	5,894					5,894
Rents	3,650					3,650
Repairs	3,892					3,892
Insurance	825					825
General Operating Expense	20,888					20,888
Fuel	3,505					3,505
Other Supplies	33,810					33,810
Depreciation	9,513					9,513
Grants to Local Govts.	3,982					3,982
Buildings & Improvements	1,475					1,475
Trans. to Gen.-Fund Sta-Cap	1,672					1,672
TOTAL EXPENDITURES	155,863					155,863

MAINE POTATO COMMISSION

STERLING WILSON, CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: Caribou Rd., Presque Isle *Telephone:* 769-5061
Mail Address: P.O. Box 71, Presque Isle, Maine 04769
or Statehouse Sta. #28, Augusta, Maine 04333
Established: August 20, 1955 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research, better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice-chairman from its members, and appoints an Executive Director to administer policies established by the Commission.

PROGRAM: During fiscal year 1980 the Maine Potato Commission undertook an aggressive campaign of public relations, advertising and trade show participation to keep the Maine potato before the eyes of the public. Promotional Trade Shows attended this year included: The Eastern States Exposition at West Springfield, Massachusetts; the Taste of Maine Exhibit at Portland; the Maine Agricultural Trade Shows; the Pennsylvania Farm Show at Harrisburg, featuring our seed potatoes; the Potato Chip/Snack Food Association Annual Meeting in Atlanta, Georgia; the National Restaurant Trade Show in Chicago, Illinois. In addition, for the first time, the Maine Potato Commission exhibited at the International Food Exposition for one weekend in Hartford, Connecticut; and participated in a two and one-half week tour with the National Potato Promotion Board of 6 South American countries to develop export markets for seed potato sales.

Advertising. The advertising program for the Maine Potato Commission was limited to the greater New York City market during the 1980 fiscal year. 640 radio commercials were aired over 7 stations during the period, January 7th through March 1st. 18 chain stores and cooperative groceries cooperated with tie-in media advertising in their weekly and daily newspaper ads. The Maine potato industry experienced a 22% increase in potato sales in the greater New York City market during the advertising period and for the several weeks period following. Hotline promotion newsletters were mailed regularly to potato industry buyers and food editors throughout the market area and point-of-purchase kits in excess of 10,000 in number were prepared and distributed to cooperating chain stores throughout the Eastern seaboard during the marketing period.

For the first time ever the Maine Potato Commission cooperated with H.P. Hood Corp. in sponsoring a joint coupon return program for purchasers of Maine Russet potatoes and H.P. Hood sour cream products. The coupon return offer involving $1.00 shared equally by the Commission and H.P. Hood, resulted in over 7,000 happy consumers during the promotion which ended May 15th. Over 100,000 Maine potato recipe leaflets were distributed to consumers during the fiscal year.

Research Programs. During fiscal year 1980, Maine potato industry tax funds were again expended to underwrite the Maine Potato Breeding Project, the Central Maine Research Project, an accelerated program on Rhizoctonia Soil Borne Disease Control and several other research activities dealing with improved methods for potato production, totalling in excess of $100,000 of grants. Educational grants and programs featured support of the Anti-Bruise Campaign of the Cooperative Extension Service, the conduct of a Chip Potato Promotion Seminar, and the conduct of a very successful Potato Merchandising Conference for potato shippers, packers and dealers of the Maine potato industry. Funds from the Maine potato industry tax were also made available to the Maine Potato Blossom Festival; the Maine Potato Sales Association, for support of their annual activities; and the Maine Potato Council, which receives 20% of the potato industry tax funds.

Others. The Maine Potato Commission took a strong leadership role in the establishment of a Russet Marketing Order for all Maine Russet potatoes during the fiscal year. The Russet Marketing Order has brought renewed interest to the Maine tablestock Russet by the entire Northeastern fresh potato trade. The Commission also provided strong leadership on the Loring Readjustment Agricultural Sub-Committee and members of the Commission also served in leadership roles in the Anti-Bruise Campaign; and programs of the National Potato Promotion Board; United Fresh Fruit and Vegetable Association and the Potato Chip/Snack Food Association.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Receipe booklets (printed—free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,650		45,650			
State Share of Retirement	7,446		7,446			
Prof Service, Not By State	6,876		6,876			
Travel Expenses, In-State	7,878		7,878			
Travel Expense, Out-State	11,378		11,378			
Operation—State Vehicles	2,151		2,151			
Utilities	5,634		5,634			
Rents	3,493		3,493			
Repairs	420		420			
Insurance	7		7			
General Operating Expense	119,288		119,288			
Food	67		67			
Other Supplies	2,863		2,863			
Grants to Pub. & Priv. Orgs.	183,420		183,420			
Misc. Grants to Individual	100		100			
Equipment Purchases	899		899			
Transfer to General Fund	18,950		18,950			
Trans. to Gen.-Fund Sta-Cap	1,317		1,317			
TOTAL EXPENDITURES	417,837		417,837			

MAINE POTATO MARKETING COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1953 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Maine Potato Marketing Committee was authorized in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DIVISION OF PROMOTIONS (AGRICULTURE)

CARL M. BROWN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2163
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* July 3, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 007; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Division of Promotions was established to provide general assistance to Maine agriculture in the promotion and marketing of the State's agricultural products and resources. Its primary responsibilities are to gather and disseminate market information such as daily commodity prices, weekly crop condition and progress reports, weekly egg inventories, monthly apple storage inventories, annual blueberry pack report, and to cooperate with the U.S. Department of Agriculture Market News by supporting the operation of the USDA Daily Potato Bulletin Market News office at Presque Isle and Boston office of the New England Crop Reporting Service. The Division provides promotional assistance to the Maine commodity production organization involving such products as apples, blueberries, eggs, poultry, potatoes, and maple; provides publicity services plus counsel and guidance and some exhibit materials for the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, Potato Week and various other agriculture-oriented functions; directs the annual Agricultural Trades Show and operates the State of Maine Building at the Eastern States Exposition, West Springfield, Massachusetts; participates in the USDA's Trade Opportunity Referral System, and Export Briefs programs where trade leads are acquired and passed directly to Maine cattlemen, food processors, or fresh shippers; and represents the Department in the recently organized Eastern United States Agricultural Food and Export Council, Inc., with headquarters at the World Trade Center, New York City.

ORGANIZATION: The Division of Promotions was established as a division of the Department of Agriculture in 1967. Responsibility for operation of the State of Maine Building at the Eastern States Exposition was transferred from the former Department of Commerce and Industry to the Department of Agriculture in 1973.

During the 1979-1980 year the Division of Promotions became part of the Division of Markets. In the 1980-1981 year the Promotion section of the Division of Markets will become part of the Bureau of Agricultural Marketing in the Division of Market Development.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created this unit.

PROGRAM: The Division of Promotions provides services in the market news area, with market reports on all commodities, egg inventory reports, crop condition and progress reports during summer growing months, monthly apple storage reports of stock on hand, annual blueberry pack reports, and daily commodity price information to the news media. It cooperates with the U.S. Department of Agriculture (USDA) in funding the Market News Office in Presque Isle which issues the daily potato bulletin during the potato shipping season. It also cooperates with the USDA's New England Crop Reporting Service in Concord, N.H., which provides statistics pertaining to Maine agriculture.

The Division is active in providing Maine firms with a monthly export news bulletin for leads in exporting. The Division also provides exhibits featuring all major Maine agricultural products at the Eastern States Exposition in West Springfield, Mass., and is responsible for coordinating the annual Maine Agricultural Trades Show.

Through a Taste of Maine promotion at the Maine Mall in South Portland, the Division provided exhibits for various agricultural organizations such as the Florist Association, dry bean growers, sheepbreeders, Christmas tree growers, the Potato Commission and the Pomological Society. These organizations, along with the Animal Welfare Division, the Dairy and Nutritional Council, the Poultry Federation and maple producers, blueberry growers, the Sardine Council, the Department of Marine Resources and two private meat firms exhibited for one week, offering free samples of the various products to the public and offering educational information concerning all of Maine agriculture.

Promotional programs are also conducted for various commodities, through special commodity taxes, with results being beneficial to Maine processors and producers. To achieve these results, this work must be of a flexible nature to perform the public relations and publicity necessary for successful programs.

PUBLICATIONS:

Recipe booklets on Maine apples, baked beans, chicken barbecue, blueberries and potatoes

Farming in Maine
Motion Pictures From Maine
Maine Food Processors and Products Processed
Maine Export News
When You Can Buy Maine Fruits & Vegetables
Maine Agricultural Events
Above publications are free

Maine-ly Agriculture (weekly) $5 annual subscription.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROMOTIONS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	2,519				2,519	
Other Supplies	2,354	2,354				
Grants to Pub. & Priv. Orgs.	4,600				4,600	
TOTAL EXPENDITURES	9,473	2,354			7,119	

SARDINE INDUSTRY ADVISORY BOARD

EUGENE L. BAILEY, PRESIDENT

Central Office: North Lubec Canning Co., North Lubec *Telephone:* 289-3871
Mail Address: North Lubec Canning Co., North Lubec, Maine 04663
Established: 1955 *Sunset Termination Scheduled to Start by:* July 3, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 022; *Citation:* 32 M.R.S.A., Sect. 4152.
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Sardine Industry Advisory Board is to advise the commissioner of the Department of Agriculture and the commissioner must consult with the Board on matters of general interest to the sardine industry that are within the jurisdiction of the commissioner.

The Board also monitors the Sardine Council and suggests and coordinates all aspects of the industry to constructively build the industry in Maine.

ORGANIZATION: There are 7 Board members who are all practical sardine packers. All appointments are made for 3-year terms except appointments to complete unexpired terms, and members serve without pay. The Board meets with the commissioner at regular intervals, to be determined by the Board itself. The commissioner can call a meeting of the Board on written request of 3 members.

The Performance Audit and Review Committee recommended legislation to abolish the Sardine Industry Advisory Board which becomes effective July 3, 1980.

PROGRAM: The Audit and Review Committee recommended legislation to abolish the Sardine Industry Advisory Board and was passed and becomes effective July 3, 1980.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3621
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Section 2401
Average Count—All Positions: 9 *Legislative Count:* 8

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ORGANIZATION: The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Inspections, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Inspections.

PROGRAM: The Division of Inspections' section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check packages put up prior to sale for correct labeling and correct net weight ana measure.

The State standards of weights and measures were certified again this past year by the National Bureau of Standards through its Laboratory Auditing Program. Since the National Bureau of Standards will no longer periodically certify the primary State standards, participation in this program permits controls to be maintained not only on the standards, but on the calibration equipment used and on the performance of the metrologist so statutory requirements can be met.

Two activities were added in 1978 by the 107th Legislature: the establishment of uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding. Deleted from the responsibilities of the section on Weights and Measures during that year was the Marine Worm inspection program.

Activity is increasing at an accelerated pace at retail motor fuel outlets, (gas stations) due to the conversion from gallons to liters. Not only accuracy has to be verified but, signs and price postings must be checked.

A study mandated by the 109th Legislature concerning firewood measure is presently being conducted to determine the number of cubic feet contained in a cord of loose, fitted firewood commonly referred to as a thrown cord.

LICENSES, PERMITS, ETC.:
Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $215,000 in FY 80 and are, by administrative decision, included with those of the Division of Inspections.

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN FOGLER, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S A., Sect. 51

Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs, to coordinate the inspection of dams with the U.S. Army Corps of Engineers; establish a registry of dams statewide and establish water levels on lakes and ponds.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the State Soil and Water Conservation Commission are apparent in the conservation practices applied to the land of the more than 11,000 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 80, 6,300 + landowners were assisted in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 57,180 acres of land and conservation plans were brought up to date.

The Commission and Districts reviewed and evaluated over 564 applications on 40,119 acres submitted to the Department of Environmental Protection, Land Use Regulation Commission, the State Planning Office and the Department of Inland Fisheries & Wildlife during the past year. The recommendations from the Commission often become conditions of approval in the permits granted through these applications. Commission review involves the following considerations:

1. Suitability of soils
2. Erosion and sediment control
3. Relation to floodplains
4. Stormwater management and drainage
5. Protection of prime agricultural lands where appropriate.

The Kennebec County Soil Survey was completed and published. The Commission employed 24 workstudy students to assist districts with its heavy summer work load. The Commission held five hearings for the establishment of water levels and has six scheduled for hearing in the near future. The Commission registered 461 dams in 1980 and played a cooperative role in the Corps of Engineers dam inspection and Inventory Program.

LICENSES, PERMITS, ETC.:
Registration:
Dams

PUBLICATIONS:
Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine

All above publications are free.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,642	48,988			12,654	
State Share of Retirement	10,412	8,208			2,204	
Prof Service, Not By State	11.782	10,081	957		744	
Computer Service, By State	27	14	13			
Travel Expenses, In-State	8,701	4,886	886		2,929	
Travel Expense, Out-State	1,483	1,100	105		278	
Utilities	2,668	1,640			1,028	
Repairs	103	103				
Insurance	760	760				
General Operating Expense	4,519	2,080	465		1,974	
Other Supplies	490	331	102		57	
Grants to Federal Govt.	10,000	10,000				
Grants to Pub. & Priv. Orgs.	30,000	30,000				
Equipment Purchases	388		388			
Trans. to Gen.-Fund Sta-Cap	2,434		250		2,184	
TOTAL EXPENDITURES	145,409	118,191	3,166		24,052	

STATE BOARD OF VETERINARY MEDICINE

ALLAN INGRAHAM, DVM, PRESIDENT
BARRY P. FOSSETT, DVM, Secretary

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854.
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to issue certificates of yearly registration to animal health technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Animal Industry has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met six times between July 1, 1979 and June 30, 1980. A yearly licensing exam is given by the Board to any qualified graduate veterinarian each June. The examination consists of a one-day National written section and a one-day State oral section. Thirty-one applicants sat for the examination; twenty-one passed and ten failed. The secretary also responded to many governmental forms and questionnaires. The 1977 Revised Practice Act was updated this year. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Health Technicians. The registration of Animal Health Technicians was voluntary until January 1, 1980.

LICENSES, PERMITS, ETC.:
- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,180		3,180			
Prof Service, Not By State	821		821			
Travel Expenses, In-State	1,131		1,131			
Utilities	228		228			
General Operating Expense	680		680			
Other Supplies	48		48			
Trans. to Gen.-Fund Sta-Cap	280		280			
TOTAL EXPENDITURES	6,368		6,368			

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 72 Winthrop St., Augusta, Maine 04330

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board considered 2 taxpayer appeals during FY 80.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	950	950				
Travel Expenses, In-State	238	238				
General Operating Expense	48	48				
Other Supplies	4	4				
TOTAL EXPENDITURES	1,240	1,240				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

The program of federal matching Research and Development Funds (P.L. 88-309) was initiated by the Commission and now coordinates efforts to increase state funding. Maine now receives more than $200,000 annually with the possibility of increased federal appropriations.

The theme of the annual meeting in 1979 was the implementation of interstate fisheries management in the territorial sea and the preparation of draft statutory legislation to support the state/federal fisheries management programs. To coordinate these programs contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster and shrimp programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1979 season including mesh size regulations. The open season allowed for the taking of this species for a brief period from February 1 through March 31, after the Section conducted public hearings and meetings to assess the program and appraise the status of the stocks.

Resolutions at the annual meeting supported increased funding for the Commercial Fisheries Research and Development Act and coordination of Coastal Zone Management Planning for fishing port development; recreational fishing boat reallocation of funds; disapproved the administrations stated intent to supplant Saltonstall/Kennedy funds with funds included in the NMFS base funding budget.

The Executive Director serves a major role in the East Coast Management Fisheries Council that deals with the 200-mile U.S. Fisheries Jurisdiction Law.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expense, Out-State	343	343				
Grants to Pub. & Priv. Orgs.	9,600	9,600				
TOTAL EXPENDITURES	9,943	9,943				

DEPARTMENT OF ATTORNEY GENERAL

RICHARD S. COHEN, ATTORNEY GENERAL
JOHN M.R. PATERSON, Deputy Attorney General
ROBERT J. STOLT, Deputy Attorney General
STEPHEN L. DIAMOND, Deputy Attorney General
JOHN L. GLEASON, Deputy Attorney General

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 58* *Legislative Count:* 62*

Organizational Units:
Civil Division
Criminal Division
Office of Chief Medical Examiner for the State of Maine

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

Beyond the general purpose discussed above, the Attorney General has a wide range of duties which the office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, enforce standards of conduct of the legal profession, participate in making investment decisions regarding the State trustee funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its chief executive. It is divided into two divisions, the Civil Division and the Criminal Division.

*In addition, District Attorneys were authorized 33 positions, which they control, as part of the Attorney General's budget.

PROGRAM: The 1980 fiscal year saw a major increase in the Department's workload as a result of improved programs for detection of frauds against the State, the continuing pressures of the Indian Land Claims Case, increases in crimes requiring greater utilization of the investigative and prosecution resources of the Department, the *Tort Claims Act* and the general litigation explosion affecting the entire legal profession. In addition, many new laws were passed which required the Department's assistance in implementation. Still chief among these was the Administrative Procedure Act and its conforming amendments which required almost all the attorneys in the Civil Division to assist the departments they represent in adjusting procedures and revising regulations to comply with the law, and the Tort Claims Act which abrogated sovereign immunity and left the State open to negligence suits. These increased workload pressures were met without any significant increase in staff.

For the past few years the Indian case has been a significant factor in the Department's workload and in public perception of the Department's activities. However, the Indian case should not obscure the great bulk of other important work performed by the Department. During fiscal year 1980, the Department was involved in thousands of specific matters from routine efforts to collect minor state debts, to prosecution of homicides and other major crimes, to defense of individual claims against the state involving millions of dollars.

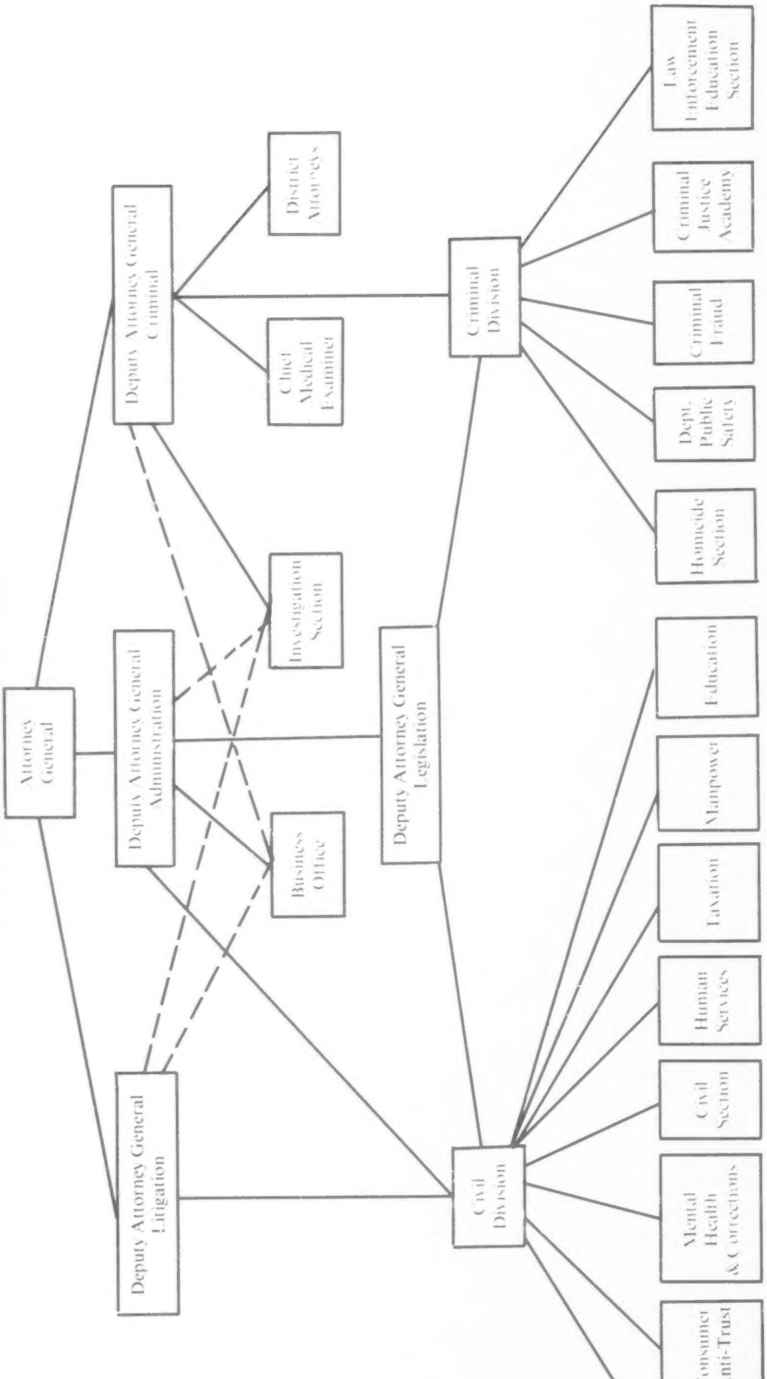
In fiscal year 1980 the Department collected $4,090,041.36 in fines and restitution of funds owed the state plus another $285,445.55 in funds due individuals—mainly child support payments and restitution for consumer frauds. The successful assessment of support payments reduced the burden on state AFDC payments. The Department also prevented loss of millions of dollars in state funds by successful defense of court and administrative actions which would have cost state funds. Most notable among these efforts were (1) successful defense of a suit involving the Federal Energy Crisis Assistance Program ($1.5 million saved); (2) successful defense of the State's Spruce Budworm Spray Program ($4 million saved); and (3) a suit brought by the State against the United States Secretary of Transportation seeking to recover federal aid highway monies allegedly illegally impounded by the President. The State obtained a temporary restraining order and a permanent injunction declaring the impoundment illegal and as a result obtained $4,000,000 in additional funds for the State of Maine.

During fiscal year 1980, the Department of the Attorney General represented the state before numerous courts and administrative agencies, including the United States Supreme Court, the United States Court of Appeals for the First Circuit and the District of Columbia, United States District Courts in Maine and Massachusetts, the Maine Supreme Judicial Court, and all other Maine Courts. The Department also appeared in adjudicatory proceedings before several federal agencies. The Department provided substantial assistance to members of the 109th Legislature during its second regular session and several special sessions by drafting laws and amendments and otherwise assisting the legislative process.

The following is a summary of major activity areas of the Department during fiscal year 1980:

	Commenced	*Closed*	*Pending*
Homicide Investigations and Prosecutions	32	32	51
Criminal Appeals and Habeas Corpus Cases	62	73	52
Unemployment Fraud Prosecutions	108	67	41
Consumer Protection Actions	17	11	7
Liquor Law Violations	275	275	0
Child Custody Suits	240	223	145
Support Enforcement Actions	445	311	82
Commitment of Mentally Ill and Retarded	869	863	8
Habitual Offender (Driver's License Revocation) Suits	409	409	0
Contested Worker's Compensation Cases	102	66	52
Unemployment Tax Collections	490	167	1790
Unemployment Benefit Appeals	108	59	198
Collection of Debts Owed the State	176	125	51

ORGANIZATION CHART
DEPARTMENT OF ATTORNEY GENERAL


Attorney General
Deputy Attorney General Litigation
Deputy Attorney General Administration
Deputy Attorney General Criminal
Business Office
Investigation Section
Chief Medical Examiner
District Attorneys
Deputy Attorney General Legislation
Civil Division
Criminal Division
Natural Resources
Consumer Anti-Trust
Mental Health & Corrections
Civil Section
Human Services
Taxation
Manpower
Education
Homicide Section
Dept. Public Safety
Criminal Fraud
Criminal Justice Academy
Law Enforcement Education Section

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,334,326	1,958,376	80,182		295,768	
State Share of Retirement	245,726	213,723	4,705		27,298	
Prof Service, Not By State	240,544	237,312	5		3,227	
Computer Service, By State	1,419	1,419				
Other Prof Serv, By State	2,747	2,747				
Travel Expenses, In-State	41,283	28,554	79		12,650	
Travel Expense, Out-State	26,017	15,960	248		9,809	
Operation—State Vehicles	34,283	24,874			9,409	
Utilities	71,491	64,771	188		6,532	
Rents	23,691	15,315			8,376	
Repairs	1,306	1,240			66	
Insurance	978	500	—91		569	
General Operating Expense	79,900	75,836	81		3,983	
Fuel	26	26				
Other Supplies	40,047	32,827	217		7,003	
Grants to Pub. & Priv. Orgs.	404		404			
Public Assistance Grants	1,600		1,600			
Equipment Purchases	48,400	26,275			22,125	
Trans. to Gen.-Fund Sta-Cap	14,896		1,617		13,279	
TOTAL EXPENDITURES	3,209,084	2,699,755	89,235		420,094	

Other Court Actions:			
State Plaintiff	687	222	599
State Defendant	389	229	264
Total Other Actions	1076	451	863

The Department's staff investigated hundreds of other matters which did not result in formal action being taken. The Department also reviewed over one thousand state contracts, drafted 196 official legal opinions, and numerous other memoranda of law and attended hundreds of meetings of state boards and commissions. The Department reviewed and approved as to form and legality virtually all of the hundreds of regulations promulgated by the various state agencies. The complete review of all regulations was required by the new Administrative Procedures Act.

There are a number of specific actions and accomplishments during the year which are appropriate for specific mention:

Indian Case: Fiscal year 1980 saw a number of developments in the Indian Land Claims Case, first and foremost of which were efforts by both the United States and the State to bring a more specific focus to the case than the $25 billion and 60% of the land area of the State claimed by the tribes. Settlement efforts in the Indian case progressed in 1980 to the point where the 109th Legislature ratified an agreement between the State and the Indians and the Agreement was sent on to the Congress of the United States for approval.

In August of 1978, the parties had met with the United States District Court for a pretrial conference to set a schedule for proceeding with the litigation. In advance of this meeting, the Attorney General of the United States had indicated that he would only initiate action against the State. This decision was consistent with the position of the State that private landowners should not be separated according to the size of their land holdings. At this meeting a schedule for briefing and oral argument was established. In addition to the settlement reached between the State and the Indians, the Department also filed a Petition for Certiorari to the United States Supreme Court in *State v. Dana* and an Amicus brief in *Monhegan v. Connecticut*.

Homicide Prosecutions. The Department investigated 83 homicides in fiscal year 1980, including 32 committed within the fiscal year; 23 convictions were obtained. This activity represented a 6% increase in the total homicide caseload. Homicide prosecutions were complicated by a trend toward an increasing proportion of homicides being committed between strangers and thus being more difficult to investigate and prosecute.

Attorney Discipline and Code of Ethics. After several years of hearings, the Maine Supreme Judicial Court adopted a plan proposed by the Attorney General to establish an attorney registration and grievance processing mechanism separate from the regular Bar Association. In addition, the Court created a Commission of attorneys and citizens to write a code of ethics for the legal profession. This action was also in response to recommendations by the Attorney General. Both the new grievance procedure and the new code of ethics have now been adopted with full participation by representatives of the Department.

Major Crimes. The Department was increasingly active in working with the State Police and other federal, state and local authorities to combat major state-wide and inter-state crimes. This activity resulted in successful investigations, indictments and prosecutions during the year in areas of drug smuggling, interstate car thefts and interstate automobile insurance frauds. A special program to combat medicaid provider fraud was initiated during the fiscal year.

Unemployment Fraud. With the assistance of new computerized systems for tracking and comparing wage payments and payments under various state assistance programs, the Department was able to substantially increase its unemployment fraud prosecutions.

Antitrust Prosecutions. During the fiscal year, the Department initiated antitrust actions against four hardware companies for collusive bidding for hospital purchases for architectual hardware under the state's antitrust laws and joined with the other five New England states in bringing action against four distributors or architectural drafting supplies and equipment for horizontal market division violations of the federal antitrust laws. The Department also continued its participation in several national class action price-fixing suits affecting Maine citizens.

Pineland Center Services. July 14, 1980, marked the second anniversary of the signing of the consent agreement for improved services for mentally retarded residents at Pineland Center and residents who had been discharged from Pineland Center into the community. Prior to the consent agreement, the Department had worked with the Department of Mental Health and Corrections and the Legislature to achieve legislation and necessary appropriations to provide improved services. Since the consent agreement, the Department has been actively involved in solving compliance problems; i.e., personnel decision, staffing problems, group home development, program delivery, legislation, and appropriations. The Department has taken primary responsibility for coordinating contact with the special court master. The consent agreement should result in improved services without undue burden on the state's finances or policy prerogatives in operating the Pineland Center.

Billboard Controls. The Department successfully defended recently enacted Maine laws requiring removal of many billboards from beside state highways. The Department last year negotiated an elaborate agreement which, when signed by the parties, would have required removal of billboards beginning in September, 1979. After several more proceedings in the state's Superior Court the Department has succeeded in obtaining an injunction for the removal of the billboards and the Supreme Judicial Court has denied a subsequent appeal of that order. The Department then succeeded in defeating an attempt to take the case to the United States Supreme Court, and the billboards in question (250 billboards) are now down.

Environmental Protection. The Department has begun to become heavily involved in various license and enforcement questions regarding the conversion of the fuel of many power plants from oil to coal, since these conversions inevitably result in a threat of increased air pollution. In this regard, the Department has provided substantial advice to the staff of the Department of Environmental Protection and the Board of Environmental Protection with regard to the first of such conversions, that of the Martin Marietta Cement Plant in Thomaston. In addition, the coal conversion phenomenon has required a substantial revision of the Department of Environmental Protections extensive air pollution regulations. The Department has also provided the Department of Environmental Protection with significant advice and assistance with respect to the disposal of hazardous waste in the State of Maine. Disposal of hazardous waste will become an increasingly difficult problem for the State of Maine in the next several years. The Department is continuing to work with the Attorneys General of the other 49 states to find legal solutions to the hazardous waste problem and to the acid rain problems created by sulpher dioxide emissions into the atmosphere caused by coal burning power plants and industries in the heavy industrial states.

Civil Division. The Civil Division is responsible for all civil litigation, drafting of opinions, reviewing or drafting regulations, contracts, deeds and all other legal matters relating to official state business. The Civil Division is divided into 7 sections:

General Government: The General Government Section is responsible for the large bulk of opinion writing, advising the Legislature, litigation not tied to any specific department, representation of many small boards and agencies and representation of major state agencies, such as the Department of Business Regulation, the Department of Agriculture, the Department of Personnel, the Secretary of State, the State Retirement System, and the Department of Finance and Administration. The General Government Section is also responsible for defending claims against the state under the State Tort Claims Act and the Worker's Compensation laws.

Consumer and Antitrust: The Consumer and Antitrust Section is responsible for administering the State's Unfair Trade Practices and Antitrust laws, taking actions to prevent and enforce penalties for violations of such laws and generally receiving and responding to consumer complaints. Its responsibilities include seeking amicable resolutions of consumer complaints with businesses. During fiscal year 1980, the Consumer Section handled approximately 16,848 telephone inquiries, received 1,388 written consumer complaints, commenced 125 consumer fraud investigations and closed 100. The section secured restitution for over $158,704 worth of goods which was demanded as a result of consumer complaints. The section also began a new outreach program with staff traveling to various communities to conduct consumer education programs. The programs purposes are to identify, develop and direct consumer education efforts which will place essential information concerning buying decisions and legal rights into the hands of those consumers who most need to receive it. The two targeted groups are the elderly and the young adults. Several publications are in production. The Consumer and Antitrust Section also issued home heating oil regulations which permit consumers indebted to oil companies to continue to receive oil for cash payment; set minimum delivery standards, credit standards and regulate extra delivery charges.

Human Services: The Human Services Section serves as general counsel to the Department of Human Services. It is involved with significant amounts of litigation in such areas as child abuse and neglect, support enforcement, medicaid and welfare matters and enforcement of health and sanitation laws. The section also investigates and prosecutes frauds incident to state welfare programs. The Human Services Section has one of the most persistent and heaviest caseloads of any section in the Department. In fiscal year 1980, more than 1800 cases were handled by the attorneys in this section. These cases cover a broad range of civil and criminal law with a heavy emphasis on child custody, child support and paternity matters.

Mental Health and Corrections: The Mental Health and Corrections Section serves as general counsel to the Department of Mental Health and Corrections. In addition to the work arising from department activities, the section is particularly involved in hearings relating to commitments of individuals to state hospitals. In fiscal year 1980, the section's commitment hearing workload increased 51% over 1979, with the 1979 workload at more than 11% of the 1978 workload level. This increase of workload is a direct result of new laws relating to commitment of retarded individuals. In addition, the section was extensively involved in major litigation relating to the rights of the retarded in state institutions and to conditions and procedures at the Maine State Prison.

Natural Resources: The Natural Resources Section generally represents state agencies having principal responsibility for the natural resources and environmental protection area, including the Department of Environmental Protection, the Department of Conservation, the Land Use Regulation Commission, the State Planning Office, the Department of Marine Resources, and the Department of Inland Fisheries and Wildlife. Additionally, the section has represented the state in major matters which are independent of any particular state agency interest, including boundary litigation and dealings with the federal government regarding fisheries and outer continental shelf matters.

Taxation: The Taxation Section serves as general counsel for the Bureau of Taxation and is responsible for litigation relating to assessment and collection of taxes, defense of the tax laws and otherwise representing the Bureau of Taxation. Additionally, the Taxation Section assumes responsibility for the Attorney General's statutory duties regarding protection of charitable trusts. In fiscal year 1980, the Taxation Section collected more than $2,900,000 in delinquent tax accounts.

Manpower Affairs: The Manpower Affairs Section represents the Department of Manpower Affairs and the Employment Security Commission. It is responsible for generally advising the Department and aiding the administration and enforcement of the Employment Security and Unemployment Compensation laws. In fiscal year 1980, the section's attorneys collected $289,977.90 in unpaid unemployment funds due the state.

Criminal Division. During fiscal year 1980, the Criminal Division and its various components conducted the following specific activities:

Homicides and Other Deaths: Working with the Maine State Police and various local police departments, the Division investigated 32 homicides which occurred from July 1, 1979 to June 30, 1980, and continued the investigation of 51 homicides which preceeded July 1, 1979. Of these 83 cases (which included 6 homicides/4 suicides), 23 cases resulted in convictions; 31 cases were still open with no arrests; 17 cases were awaiting trial; 2 cases were awaiting re-trial; 1 case was under indictment with the defendant a fugitive; 1 case was turned over to Federal authorities; 1 case was turned over to Massachusetts authorities; 3 cases were presented to the Grand Jury which did not return an indictment; in 1 case a Not Guilty verdict was returned; in 1 case a finding was entered of Not Guilty due to Mental Disease; in 1 case investigation indicated an accidental cause of death. There was also 1 Juvenile Adjudication and 1 Directed Verdict of Acquittal.

Criminal and Non-criminal Complaint/Investigations: The Division conducted investigations and/or prosecutions in 432 cases in addition to homicides in fiscal year 1980. These cases involved a number of offenses, both felonies and misdemeanors, some of which are more fully described below.

The Division conducted investigations and prosecutions of cases referred to other State agencies, boards, and departments. These included the Board of Registration in Medicine, Maine State Dental Board, the State Board of Pharmacy, the State Board of Nursing and State Board of Optometry.

The Division handled 51 extraditions during the fiscal year.

Investigation and processing of 36 complaints against State and Municipal Police were handled during the fiscal year.

The Division handled 14 District Court cases involving AMHI commitment hearings.

Employment Security Fraud cases, under 26 M.R.S.A. Chapter 13, were investigated and processed through the District Courts. MESC fraud cases previously referred and filed were 93; MESC fraud cases prosecuted and found guilty were 44, and MESC fraud cases being prosecuted and pending were 49.

Other Agencies and Departments: Besides handling various criminal and non-criminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies. For example, attorneys in the Division provided legal counsel to the Department of Public Safety and represented the divisions, bureaus, and boards of the Department and other State law enforcement agencies in various courts. Attorneys in the Division initiated forfeiture proceedings against conveyances used in the transport of contraband and appeared before the Administrative Court concerning violations of the State Liquor Laws and inspection stations and mechanic laws. In this capacity, members of the Division handled 122 cases.

During fiscal year 1980, the White Collar Crime Unit of the Criminal Division worked extensively with the Enforcement Division of the Bureau of Taxation in investigating and prosecuting businesses and individuals who were in violation of the State tax laws. As a part of this joint effort, the Division provided legal advice to the Bureau of Taxation on a day-to-day basis, and during the fiscal year the Division obtained 6 indictments charging 18 counts of Failure to File Maine Individual Income Tax Returns.

The Division also worked with the Department of Human Services in investigating cases of fraud and abuse of AFDC, Medicaid and Medicare funds. The Medicaid Fraud Control Unit, a subdivision of the Criminal Division, has developed substantial investigations and prosecutions throughout the State. (See Fiscal Report separately filed by the Medicaid Fraud Control Unit.)

Supportive Services: During both the regular and special sessions of the Legislature, members of the Criminal Division worked intensively with the Legislature in the field of criminal law with particular emphasis on amendments and interpretation of the Maine

Criminal Code and the Juvenile Code.

The Criminal Division has provided supportive service to the District Attorneys throughout the State in the form of legal education and counselling on trial and appellate problems. On approximately 40 occasions, manpower assistance has also been supplied for cases in the District Court. The Division is planning to sponsor the Annual Prosecutor's Training Seminar, described herein under Law Enforcement Education, for all criminal prosecutors in the State. This conference is tentatively scheduled for the fall. In addition, the Division held a one day prosecutor's conference which was attended by the District Attorneys and members of their staff.

Investigation: During fiscal year 1980, the Investigative Section of the Criminal Division handled approximately 352 cases of the total Criminal Division caseload. The wide variety of matters investigated by the Investigative Section is illustrated in the previous discussion of cases investigated and prosecuted by the Division.

Law Enforcement Education Section:

Services Provided to Law Enforcement Officers

Alert Bulletin: The Alert Bulletin was first published in October 1970. The Alert is a criminal procedure bulletin designed for the training and education of Maine law enforcement officers. Over the years, the Alert has maintained a basic format which includes a message from the Attorney General, a comprehensive article on some legal aspect of law enforcement, a Forum section for questions, answers and announcements, and a section for summaries of recent court decisions.

In fiscal year 1980, 3 Alert publications were issued. Those publications dealt with recently enacted legislation, recent court decisions, and the newly enacted law dealing with abuse between family and household members.

Publication of the Alert is now temporarily suspended due to lack of funds. Steps are being taken to fund the Alert on a permanent basis through subscriptions.

Law Enforcement Officer's Manual: The Law Enforcement Education Section has published a Law Enforcement Officer's Manual which is designed to be used both as a text and as a ready reference for legal questions relating to the law enforcement officer's duties. The manual is being used for in-service training and as a text at the Maine Criminal Justice Academy. It is distributed to all full-time law enforcement officers in Maine. This Manual has been updated and is revised periodically as changes in the law require it.

Lecturing and Teaching: Attorneys in the Law Enforcement Education Section participated, along with other Criminal Division attorneys, as lecturers and teachers in the training programs at the Maine Criminal Justice Academy. They also lectured at local law enforcement conferences throughout the State.

Services Provided to Judges and Prosecutors: The Law Enforcement Education Section prepared and updated 1979-80 *Extradition Law Report*. This report consisted of a compilation of all recent cases concerning the Uniform Criminal Extradition Act and the Interstate Agreement on Detainers. The Report was distributed to prosecutors and judges throughout the State.

Prosecutor's Training Seminar: The Division has completed plans for a three-day training seminar open to all Maine prosecuting attorneys. This seminar was originally scheduled for July but has been rescheduled for October 1980. The seminar will focus on recent developments in criminal law and procedure, and will provide a forum for the State's prosecutors to discuss areas of common concern. In addition, speakers from Maine and other parts of the country have been invited to provide additional expertise.

Criminal Research Information Bank: The Section has established and maintains the Criminal Research Information Bank (CRIB) which is a centralized index system for retrieving current information on criminal law and procedure and making it immediately available to all criminal justice personnel. Memos, articles, cases, briefs and other interpretive materials on criminal law and procedure are filed in the CRIB regularly. The CRIB has proved very useful as a research tool and as a quick reference for current information on criminal justice topics.

Services Provided to Legislators

Legislative Drafting: The Law Enforcement Education Section's legislative work continued in fiscal year 1980. This work consisted primarily of drafting and revising legislation pertaining to the criminal, motor vehicle, juvenile and extradition laws. As part of this same effort, an Assistant Attorney General serves as staff attorney to the Criminal Law Advisory Commission.

Correspondence/Telephone Inquiries: Aside from correspondence on open and active cases, the Criminal Division received and processed hundreds of inquiries and complaints from individual citizens, municipalities, and County and State agencies.

Chief Medical Examiner's Office: The office of the Chief Medical Examiner coordinates the medical aspects of death investigations. As such, the Chief Medical Examiner and the State Medical Examiners, with the assistance and cooperation of various pathologists throughout the State, not only determine the circumstances under which autopsies should be performed, but also perform those autopsies necessary. (See Fiscal Report separately filed by Chief Medical Examiner's Office.)

Appeals: The Appellate Section of the Criminal Division is primarily responsible for handling the following appellate matters: cases on direct appeal to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or, upon the express request of a District Attorney, from prosecutions undertaken by District Attorneys' offices; cases on report to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or, upon the express request of a District Attorney, from prosecutions undertaken by District Attorneys' offices; all State post-conviction habeas corpus cases except those concerning parole, which are handled by members of the Attorney General's office representing the Department of Mental Health and Corrections; certain common-law habeas corpus cases; federal habeas corpus cases commenced in the United States District Court and any appeals generated thereby; and criminal cases before the United States Supreme Court brought pursuant to 28 U.S.C. §1257(2) and (3). In addition, the Appellate Section offers assistance both to the trial attorneys in the Division relative to the preparation of charging documents, jury instructions and the resolution of legal questions arising before or during trial, and to District Attorneys relative to legal questions generally, upon request. Finally, the Appellate Section drafts and advises others in the drafting of criminal legislation, drafts opinions relative to criminal matters for the Attorney General, prepares the Attorney General's Memoranda on criminal questions propounded for the Justices, and teaches and lectures on the criminal law and procedure upon request.

The total number of appellate matters handled by the Section in fiscal year 1979-1980 is slightly higher than in 1978-1979. The increase is primarily attributable to the continued increases in collateral (habeas corpus) challenges in both State and federal courts to criminal convictions. The breakdown is as follows:

Cases on Appeal to the Maine Law Court

Total Number of Cases	—	42
Cases Initiated During FY 1979-1980	—	20
Cases Closed During FY 1979-1980	—	22
Cases Carried Over From Prior FY	—	17
Cases in which State Appealed During FY 1979-1980	—	5

State Post-Conviction Writ of Habeas Corpus

Total Number of Cases	—	61
Cases Initiated During FY 1979-1980	—	29
Cases Closed During FY 1979-1980	—	36
Cases Carried Over From Prior FY	—	32

Federal Habeas Corpus

Total Number of Cases	—	16
U.S. District Court for the District of Maine:		
Cases Initiated During FY 1979-1980	—	9
Cases Closed During FY 1979-1980	—	9
First Circuit Court of Appeals:		
Cases Initiated During FY 1979-1980	—	1
Cases Closed During FY 1979-1980	—	3
Cases Carried Over From Prior FY	—	2
United States Supreme Court:		
Cases Initiated During FY 1979-1980	—	3
Cases Closed During FY 1979-1980	—	3
Cases Carried Over From Prior FY	—	1

Extradition: Pursuant to State law, 15 M.R.S.A. §204 (1965), the Governor is authorized to call upon the Attorney General to investigate requests for the extradition of fugitives from justice, and "to report to him the situation and circumstances of the person as remanded, and whether he ought to be surrendered." As a routine matter, the Governor has referred all extradition requests (involving either fugitives located in this State or fugitives sought from other states) to the Criminal Division of the Attorney General's Office for review and recommendation.

During fiscal year 1979-1980 a total of 51 extradition cases were referred to this Office for review as to form and legal sufficiency. Of that number, 27 involved fugitives whose return was sought by the State of Maine. The remaining 24 involved persons residing in this State who had been charged with or convicted of crimes in other states.

Although the paperwork in all extradition cases is reviewed by the Criminal Division, certain cases necessitate additional work. In most instances, the Governor's extradition officer, who is a member of the Criminal Division, contacts the appropriate officials in Maine or in a sister state to receive input regarding the status of a particular fugitive from justice. Based upon the information gathered by the extradition officer, a recommendation is made to the Governor. In all but three instances, the recommendation was to authorize the extradition. In certain limited circumstances the extradition officer will conduct an informal hearing at the request of the alleged fugitive to receive any relevant information which may assist the Governor in making a decision on a sister state's extradition demand. In some instances, the extradition officer has appeared on behalf of a sister state at a habeas corpus hearing in which the fugitive challenges his extradition.

During the fiscal year 1979-1980, the extradition officer drafted legislation amending Maine's version of the Uniform Criminal Extradition Act. Chapter 701 of the Public Laws of 1979 was signed by the Governor on April 1, 1980 and became effective on July 3, 1980.

The Attorney General's Office also sent a representative to the 16th Annual Conference of the National Association of Extradition Officials held at San Antonio, Texas, from May 25-28, 1980. At that conference, the extradition officer prepared and distributed copies of the *Extradition Law Report*, 1979-1980. Copies of this Report were also sent to the prosecutors and judges in Maine.

PUBLICATIONS:

Extradition Law Report 1979-1980
Alert-Bulletin (3 Issues)

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,211,584	1,835,634	80,182		295,768	
State Share of Retirement	226,182	194,179	4,705		27,298	
Prof Service, Not By State	121,288	118,056	5		3,227	
Computer Service, By State	512	512				
Travel Expenses, In-State	37,975	25,246	79		12,650	
Travel Expense, Out-State	24,496	13,439	248		9,809	
Operation—State Vehicles	29,131	19,722			9,409	
Utilities	61,484	54,764	188		6,532	
Rents	22,565	14,189			8,376	
Repairs	1,016	950			66	
Insurance	978	500	—91		569	
General Operating Expense	56,154	52,090	81		3,983	
Other Supplies	34,085	26,865	217		7,003	
Grants to Pub. & Priv. Orgs.	404		404			
Public Assistance Grants	1,600		1,600			
Equipment Purchases	41,244	19,119			22,125	
Trans. to Gen.-Fund Sta-Cap	14,896		1,617		13,279	
TOTAL EXPENDITURES	2,885,594	2,376,265	89,235		420,094	

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2993
Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Scheduled to Start by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 3 *Legislative Count:* 4

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroners physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Private physicians cannot certify death due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The medical examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: Prior to 1968 medical examiners, though appointed by the Governor and filing reports with the Attorney General, were county officials. In 1968 the office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner and a central facility was established. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate Legislation was passed to affect this change.

The system is fundamentally the same as it was when it was first established with resident licensed physicians serving as medical examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources.

The Office of Chief Medical Examiner was first established in Augusta, moved to Lewiston, and in 1976 returned to Augusta. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor and he in turn appoints all other medical examiners.

PROGRAM: In FY 1980, the Office of the Chief Medical Examiner investigated 2,994 cases and autopsied 379 cases, 32 of which were ruled homicide or undetermined-suspicious for homicide.

Work continued on the development of a detailed computerized record system which is expected to be completed in fiscal year 1981. In the meantime, records information has been routinely forwarded to the Departments of Human Services for study of deaths in young children, and Mental Health and Corrections for the study of suicides in previously hospitalized patients. Medical Care Development Corporation reviewed Office records to study ambulance service activities and a study was made of suicides for a crisis intervention agency. The state death certificate was revised for more appropriate use by medical examiners.

Education Programs. Educational programs for local groups are continuously being encouraged. In fiscal year 1980 this Office developed and sponsored one of the most complete schools for homicide detectives offered in the country. In one 2 week session most law enforcement officers of the state who deal with murder were given an intensive period of instruction. The course was open to observers from other New England states. It was financed through a federal grant and continues to be offered by joint sponsoring of the New England States, on a tuition and expense basis, to interested law enforcement officers in the region.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	122,742	122,742				
State Share of Retirement	19,544	19,544				
Prof Service, Not By State	119,256	119,256				
Computer Service, By State	907	907				
Other Prof Serv, By State	2,747	2,747				
Travel Expenses, In-State	3,308	3,308				
Travel Expense, Out-State	1,521	1,521				
Operation—State Vehicles	5,152	5,152				
Utilities	10,007	10,007				
Rents	1,126	1,126				
Repairs	290	290				
General Operating Expense	23,746	23,746				
Fuel	26	26				
Other Supplies	5,962	5,962				
Equipment Purchases	7,156	7,156				
TOTAL EXPENDITURES	323,490	323,490				

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 36 *Legislative Count:* 36

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

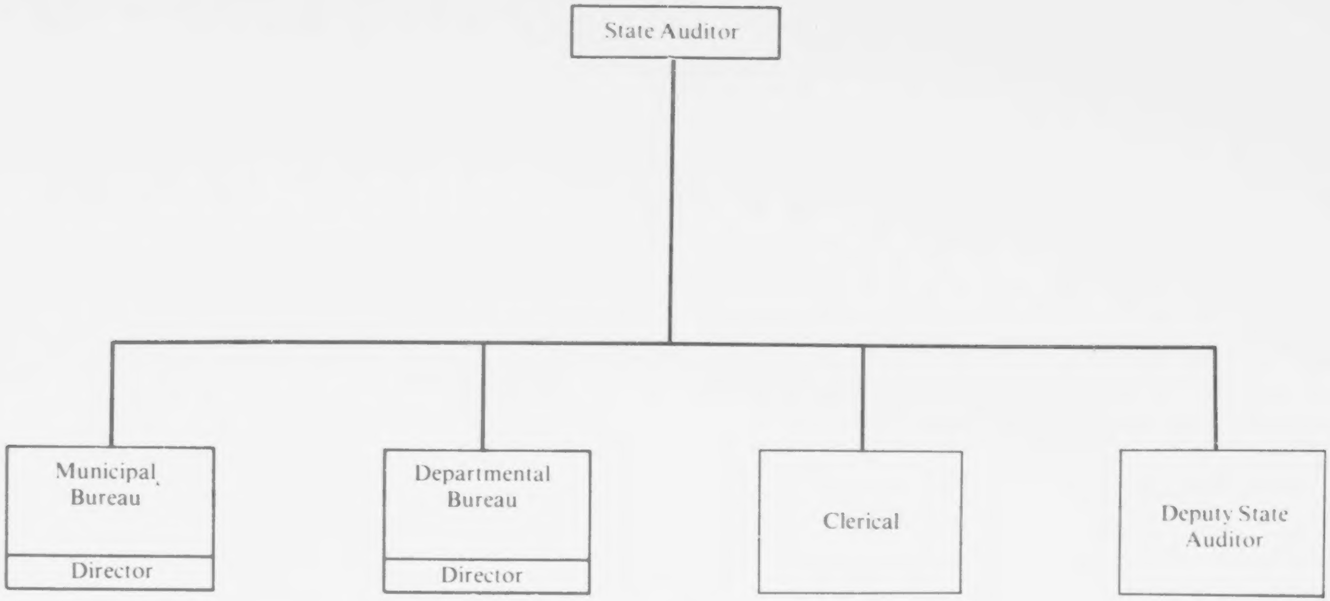
In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 80 totaled 158. These 158 audits consisted of 82 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 43 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 80 expenses. This department is continually being asked to perform audits of federally funded programs and by federal guidelines so that it is conceivable to believe that in the near future consideration will have to be given to this matter of additional staff. To implement such a program would mean approximately two more auditors and corresponding funds.

ORGANIZATION CHART
DEPARTMENT OF AUDIT


State Auditor
Municipal Bureau
Director
Departmental Bureau
Director
Clerical
Deputy State Auditor

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	520,492	297,478	223,014			
State Share of Retirement	87,320	49,709	37,611			
Prof Service, Not By State	3,378	145	3,233			
Travel Expenses, In-State	43,707	6,188	37,519			
Travel Expense, Out-State	814	320	494			
Utilities	4,716	2,140	2,576			
Repairs	1,589	868	721			
Insurance	77		77			
General Operating Expense	3,189	1,677	1,512			
Other Supplies	5,694	2,621	3,073			
Equipment Purchases	277	277				
Trans. to Gen.-Fund Sta-Cap	8,746		8,746			
TOTAL EXPENDITURES	679,999	361,423	318,576			

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at $281,000.

After a two year struggle, the Bureau received word from the Office of Revenue Sharing that its audits are now acceptable as fulfilling the audit requirements of the Revenue Sharing Act. This represents a major accomplishment for both the Bureau and the State Auditor. Without this accomplishment, the Department would have had to lay off most of the employees in the Municipal Bureau.

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY

RICHARD S. COHEN, CHAIRMAN
A. LEE TIBBS, Director

Central Office: 64 Balsam Drive, Millinocket, Maine *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, Maine 04462
Established: 1933 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901
Average Count—All Positions: 21 *Legislative Count:* 49

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "*...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 200,000 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 200,000 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "park", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park.

Operation of the park is financed in part from use fees, rents, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 200,000 acres with campgrounds, campsites, group areas, and cabins. These overnight facilities have a daily capacity of 960 for the 1979 season with a potential seasonal capacity of 144,000 although actual use will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following statistics are on a calendar year basis in order to reflect a full season.

	Calendar Year			
Statistical Use Information:	**1979**	**1978**	**1977**	**1976**
USE—BY TYPE:				
Day Use	32,487	38,806	27,127	31,339
Transient	10,149	16,728	13,433	13,660
Camper	20,716	20,810	17,606	19,709
Lodge Guests	576	566	555	581
TOTAL	63,928	76,910	58,721	65,289
MISCELLANEOUS:				
Camper Days	53,602	51,919	42,892	51,363
Average Stay (Days)	2.58	2.50	2.44	2.61
Number of Vehicles	20,779	24,955	19,444	20,784
Financial Information:				
REVENUE:				
Net from Operations	$170,884	$146,462	$101,320	$120,927
Trust Fund	474,697	319,058	397,365	613,019
Miscellaneous	(4,808)	15,370	16,711	11,432
TOTAL	$640,773	$480,890	$515,396	$745,378
EXPENDITURES:				
Personal Services	$424,470	$330,986	$342,929	$283,856
All Other	171,315	171,659	109,652	122,489
Capital	22,624	31,189	36,897	203,130
TOTAL	$618,409	$533,834	$520,478	$638,815

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue fishing licenses on behalf of the Department of Inland Fish and Wildlife.

PUBLICATIONS:

Rules, Regulations, Map — No Charge
Baxter Park Trail Map — $2.00
Guide to Baxter Park and Katahdin — $8.40
Geology of Baxter State Park—$2.00
Guide to the Appalachian Trail in Maine—$8.40
Mountain Flowers of New England — $6.85
Topographic Maps — $1.85
River Guide — $6.30
Maine Mt. Guide — $6.85
Don't Die On The Mt. — $1.65

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accorecorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK

BAXTER STATE PARK AUTHORITY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	382,900		382,900			
State Share of Retirement	68,765		68,765			
Prof Service, Not By State	24,487		24,487			
Other Prof Serv, By State	33		33			
Travel Expenses, In-State	1,066		1,066			
Travel Expense, Out-State	27		27			
Operation—State Vehicles	26,140		26,140			
Utilities	12,694		12,694			
Rents	5,585		5,585			
Repairs	13,063		13,063			
Insurance	15,676		15,676			
General Operating Expense	11,419		11,419			
Food	1,076		1,076			
Fuel	5,365		5,365			
Other Supplies	32,892		32,892			
Highway Materials	841		841			
Buildings & Improvements	2,669		2,669			
Equipment Purchases	31,567		31,567			
Structures & Improvements	29,648		29,648			
Transfer to General Fund	43,928		43,928			
Trans. to Gen.-Fund Sta-Cap	10,370		10,370			
TOTAL EXPENDITURES	720,211		720,211			

MAINE BLUEBERRY COMMISSION

CHARLES STEWART, III, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: Principal efforts of the Maine Blueberry Commission have been to support an advertising program for blueberries through the North American Blueberry Council and to support the research and extension programs at the University of Maine. See the report of the University of Maine Blueberry Advisory Committee for more details.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Rents	105		105			
General Operating Expense	399		399			
Grants to Pub. & Priv. Orgs.	72,800		72,800			
Transfer to General Fund	294		294			
TOTAL EXPENDITURES	73,598		73,598			

DEPARTMENT OF BUSINESS REGULATION

GORDON L. WEIL, COMMISSIONER
LINDA S. GILSON, Director, Administrative Services

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333 *WATS:* 1-800-452-8749
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001
Average Count—All Positions: 104.5 *Legislative Count:* 13.5

Organizational Units:

- Administrative Services Division
- Arborist Examining Board
- Maine Athletic Commission
- Auctioneers Advisory Board
- Bureau of Banking
  - Banking Advisory Board
- Central Licensing Division
- State Claims Board
- Bureau of Consumer Protection
  - Council of Advisors on Consumer Credit
  - Home Repair Advisory Board
- Electricians' Examining Board
- Board of Registration for Professional Foresters
- Board of Certification for Geologists and Soil Scientists
- Bureau of Insurance
  - General Lines Agent Examination Advisory Board
  - Life Agent Examination Advisory Board
- Manufactured Housing Board
- Oil and Solid Fuel Burner Technicians Licensing Board
- Board of Examiners in Physical Therapy
- State Board of Examiners of Psychologists
- Real Estate Commission
- State Running Horse Racing Commission
- State Board of Social Workers Registration
- State Board of Examiners on Speech Pathology and Audiology
- Board of Registration of Substance Abuse Counselors

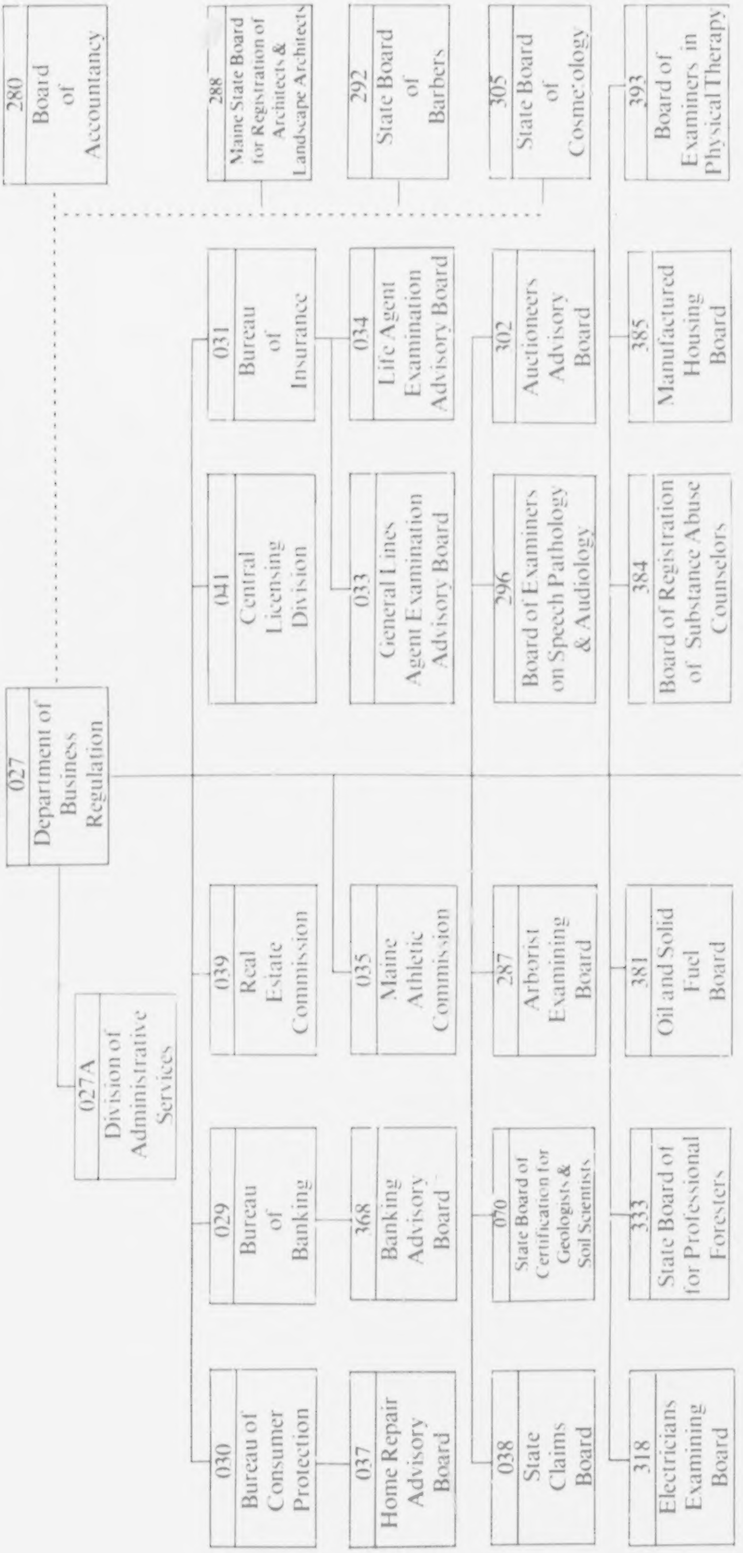
AFFILIATED BOARDS:

- Board of Accountancy
- Maine State Board for Registration of Architects and Landscape Architects
- State Board of Barbers
- State Board of Cosmetology

PURPOSE: The Department of Business Regulation was established to regulate financial institutions, insurance, commercial sports and grantors of consumer credit, to license and regulate professional and occupational trades, to approve oil and solid fuel heating equipment, and to award just compensation in land condemnations and in claims against the State.

ORGANIZATION: The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related State agencies along functional lines and to strengthen executive direction at the departmental head level. Specific agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance; the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the State Running Horse Racing Commission; and the Land Damage Board (renamed State Claims Board). The Special Session of the 106th Legislature authorized the establishment of the Bureau of Consumer Protection to implement the Maine Consumer Credit Code which became effective on January 1, 1975. The Administrative Services Division was established by the Commissioner in 1974 to provide for centralized administrative services which could not be justified on a single bureau, commission or board basis, leaving these agencies free to concentrate on regulatory functions. The 107th Legislature authorized the transfer of the Oil Burner Men's Licensing Board and the Electrician's Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature authorized the establishment of a Central Licensing Division, the transfer of the Board of Examiners on Speech Pathology and Audiology from an independent agency status, and the transfer of the State Board of Examiners of Psychologists from an independent agency status. The 108th Legislature authorized the creation of the Board of Registration of

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS REGULATION
UMB 02


027
Department of Business Regulation
027A
Division of Administrative Services
280
Board of Accountancy
288
Maine State Board for Registration of Architects & Landscape Architects
292
State Board of Barbers
305
State Board of Cosmetology
393
Board of Examiners in Physical Therapy
030
Bureau of Consumer Protection
037
Home Repair Advisory Board
029
Bureau of Banking
368
Banking Advisory Board
039
Real Estate Commission
035
Maine Athletic Commission
041
Central Licensing Division
033
General Lines Agent Examination Advisory Board
031
Bureau of Insurance
034
Life Agent Examination Advisory Board
038
State Claims Board
070
State Board of Certification for Geologists & Soil Scientists
287
Arborist Examining Board
296
Board of Examiners on Speech Pathology & Audiology
302
Auctioneers Advisory Board
318
Electricians Examining Board
333
State Board of for Professional Foresters
381
Oil and Solid Fuel Board
384
Board of Registration of Substance Abuse Counselors
385
Manufactured Housing Board
415
State Board of Examiners of Psychologists
416
State Board of Social Worker Registration
036
State Running Horse Racing Commission

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,352,161	150,607	1,136,591	64,963		
State Share of Retirement	211,981	19,605	186,495	5,881		
Prof Service, Not By State	270,304	890	269,269	145		
Computer Service, By State	83,431	1,227	82,204			
Other Prof Serv, By State	30,863	12,036	18,436	391		
Travel Expenses, In-State	149,228	5,612	142,802	814		
Travel Expense, Out-State	17,411	1,084	15,924	403		
Operation—State Vehicles	15,899	224	15,675			
Utilities	62,332	5,045	55,121	2,166		
Rents	23,233	279	22,829	125		
Repairs	3,911	67	3,714	130		
Insurance	374	124	246	4		
General Operating Expense	139,858	9,349	121,451	9,058		
Food	437		437			
Other Supplies	37,383	1,478	35,064	841		
Public Assistance Grants	787		787			
Equipment Purchases	9,986		9,774	212		
Trans. to Gen.-Fund Sta-Cap	89,991		87,027	2,964		
TOTAL EXPENDITURES	2,499,570	207,627	2,203,846	88,097		

Substance Abuse Counselors and the Manufactured Housing Board and the transfer of the Board of Examiners of Arborists from an independent agency status. In its second session, the 108th Legislature authorized the transfer of the Social Worker Registration Board from an independent agency status.

The administrative head of the Department is the Commissioner who has duties and authority with relation to the preparation of the budget for the Department, personnel, purchases, on-going review of functions to insure efficiency, and liaison between the Bureaus, Boards and Commissions within the Department and the Governor. The Commissioner does not have authority to exercise or interfere with the exercise of discretionary regulatory or licensing authority granted by statute to the Bureaus, Boards or Commissions within the Department. In a few cases the Commissioner is given regulatory authority.

For certain Boards, the Department acts as liaison with the Governor and transmits their budgets appended to the budget of the Department. In addition, the Central Licensing Division may provide services to these Boards. The 108th Legislature in its second regular session, transferred the following Boards from independent agency status to this affiliated status with the Department: Board of Accountancy, Board of Registration of Architects and Landscape Architects, Board of Barbers, and Board of Cosmetology.

The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy into the Department. It also created the Auctioneers Advisory Board.

PROGRAM: Departmental activities are conducted by the Commissioner as distinct from the activities of the various agencies of the Department. He is responsible for the overall departmental legislative program and coordinating proposals from the bureaus, boards and commissions with the Governor's Office. Significant legislative accomplishments were obtained and are reported by each agency.

The Department placed greatest emphasis on increased consumer information. It launched a voluntary Consumer Credit Guide program in August 1979 which was designated to collect and disseminate information on consumer loan rates at institutions across the State. This program was ultimately replaced by a mandatory version, promulgated by the Bureaus of Banking and Consumer Protection.

Another major consumer information initiative was the Consumer Hotline, a toll-free telephone number (1-800-452-8749) to be called for information or to register complaints regarding any subject falling under the jurisdiction of any of the agencies of the Department. Based on inquiries received, a weekly newspaper column was begun in Portland. Later, newspapers in Lewiston, Brunswick and Biddeford indicated they would begin to carry the service. In addition, a brief Consumer Hotline broadcast was launched twice weekly on the Maine Public Broadcasting Network. By the end of the fiscal year, calls were being received at an annual rate of over 6,000.

The Department began a monthly analysis of interest rates, based on data from the Consumer Credit Guide and the Federal Reserve. Additionally, the Department continued its cooperation with the New England Telephone Company, which has placed consumer information pages at the front of each directory with the Department's assistance.

Reorganization of the Department's headquarters was completed to allow adequate space to all agencies. Reforms to insure adequate staffing made considerable progress throughout the year.

The Commissioner conducted a full-scale review of occupational and professional licensing with a view to making proposals to the Governor and the 110th Legislature concerning more economical and efficient operations of boards and commissions.

The Commissioner served as Chairperson of the Board of Directors of the Energy Testing Laboratory of Maine, chairperson of an ad hoc committee on workers' compensation appointed by the Governor, chairperson of the Nuclear Safety Advisory Committee appointed by the Governor, and as a member of the task force on regulation and paperwork of the Governor's Small Business Advisory Committee. He assisted in the preparation of the Governor's energy loan program. He explored, with the Department of the Secretary of State, the possible transfer of jurisdiction over the Charitable Solicitations Act. He proposed to his colleagues in neighboring states the creation of the New England Conference of Business Regulatory Officials. He testified before a U.S. House of Representatives subcommittee on bank advertising.

The Department is responsible for issuance of licenses for auctioneers, transient sales, itinerant photographers, and for registrations under the Business Opportunities Act. The Department cooperated with local police in actions taken against itinerant vendors not licensed for transient sales. There were 11 transient sales licenses and one itinerant photographer. Although there were frequent inquiries concerning business opportunities, no registrations were received.

The Commissioner is responsible for the regulation of auctioneers. There were 240 licensed. Six serious violations were alleged and many minor violations were reviewed. In all cases, remedial action was requested and taken and, in two cases, the auctioneers were issued a warning letter. One case was referred to the Attorney General.

LICENSES, PERMITS, ETC.:

Auctioneers Licenses
Transient Sales
Itinerant Photographers

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	113,343	39,552	73,791			
State Share of Retirement	14,939	1,902	13,037			
Prof Service, Not By State	1,744		1,744			
Computer Service, By State	755	755				
Other Prof Serv, By State	−34,688	137	−34,825			
Travel Expenses, In-State	148	105	43			
Travel Expense, Out-State	651	90	561			
Operation—State Vehicles	620	2	618			
Utilities	4,906	1,374	3,532			
Rents	−205		−205			
Repairs	184		184			
Insurance		3	3			
General Operating Expense	2,262	1,011	1,251			
Other Supplies	3,107	291	2,816			
Equipment Purchases	585		585			
Trans. to Gen.-Fund Sta-Cap	3,754		3,754			
TOTAL EXPENDITURES	112,108	45,219	66,889			

BOARD OF ACCOUNTANCY

ROBERT E. WILSON, CPA, CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor *Telephone:* 942-6702
Mail Address: 84 Harlow St., Bangor, Maine 04401
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1980 the Board of Accountancy met 9 times, held 3 examinations, issued 53 certificates based on the examination results, and issued 6 reciprocal certificates. A total of 703 Accountants and Certified Public Accountants secured annual permits to practice. The Board drafted, held a public meeting, and adopted regulations necessary to implement the Continuing Education requirement as passed by the 109th Legislature.

Approximately 7 complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

- Certification:
    - Public Accountants
    - Certified Public Accountants
- Annual Registrations:
    - Offices
        - Public Accountants
        - Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,159		5,159			
Prof Service, Not By State	13,854		13,854			
Travel Expenses, In-State	1,493		1,493			
Travel Expense, Out-State	710		710			
Utilities	493		493			
Rents	3,103		3,103			
General Operating Expense	5,054		5,054			
Food	437		437			
Other Supplies	4,174		4,174			
Trans. to Gen.-Fund Sta-Cap	1,853		1,853			
TOTAL EXPENDITURES	36,330		36,330			

ARBORIST EXAMINING BOARD

KENNETH STRATTON, DIRECTOR
JOHN H. CHADWICK, State Entomologist, Secretary

Central Office: A.M.H.I., Ray Bldg., Augusta *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy, issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give examinations annually.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term. The Director of the board is the Commissioner of Business Regulation or his designee. The current Director is the Bureau Director, who also serves as a member.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulations essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell.

PROGRAM: During FY 1980 the Arborist Examining Board examined 30 applicants at the annual examination given in December. Twenty-three examinees were successful. Thirty-five new arborist licenses were issued making a total of 175 licensed arborists. To aid candidates, a preexamination workshop was conducted at the University of Maine in Augusta the week prior to the examination. In all categories examined the persons attending the workshop attained higher examination grades. This proves the value of the workshop and plans are to continue it.

The Arborist Study Guide is near completion and will be available for use in FY 1981. A new examination will be prepared from this Guide.

One complaint of an unlicensed operator was registered which was followed up and resolved by one of the operations staff holding a valid license.

LICENSES, PERMITS, ETC.:

License:
- Regular (which includes all categories)
- Restricted (to one of the following):
  1. Spraying
  2. Aerial Spraying
  3. Pruning-Cabling-Bracing
  4. Spraying & Pruning
  5. Pruning-Cabling-Bracing-Cavity

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	260		260			
Prof Service, Not By State	500		500			
Computer Service, By State	563		563			
Other Prof Serv, By State	511		511			
Utilities	1		1			
Rents	2		2			
General Operating Expense	975		975			
Other Supplies	54		54			
Trans. to Gen.-Fund Sta-Cap	731		731			
TOTAL EXPENDITURES	3,597		3,597			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ELLIOTT M. BATES, CHAIRMAN
WILLIAM DICKSON, Secretary

Central Office: 477 Congress St., Rm. 717, Portland *Telephone:* 774-0039
Mail Address: 477 Congress Street, Portland, Maine 04101
Established: 1945 *Sunset Termination Scheduled to Start by:* June30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: The Maine State Board for Registration of Architects and Landscape Architects was enacted by Law in 1977, but was originally established in 1945 as the Maine State Board of Architects, and then became the Maine State Board for Registration of Architects until 1977. The Board is appointed by the Governor, and is composed of 5 registered and practicing architects, one of whom may be a professor of architecture, 2 registered and practicing landscape architects, and one representative of the public. The term of office of each present member of the Maine State Board for Registration of Architects shall expire as now provided by Law. Landscape architect members shall initially be appointed, one for a 2-year term and one for a 3-year term; the initially appointed members shall be eligible to be qualified for admission to the examination to practice landscape architecture, and the Governor shall make a written finding to that effect. Thereafter, all board members shall be appointed for 3-year terms. In the event that more than 3 members' terms expire during any one calendar year, the following rules shall apply: Members appointed to fill the first 2 vacancies shall be appointed for 3-year terms, the member appointed to fill the 3rd vacancy shall be appointed for a 2-year term; all members appointed to fill any additional scheduled vacancies during that year shall be appointed to 1-year terms.

All board members shall serve until their successors are duly appointed and qualified. Five members of the Board shall constitute a quorum. The Board annually elects a chairman and a secretary, the latter of whom may or may not be a member of the Board. The Board must hold at least 2 meetings each year for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 80, 14 residents in the State were registered as architects, 9 by examination and 5 through the National Council of Architectural Registration Boards (NCARB). Thirty-one non-residents were registered as architects through NCARB. Registration renewals were granted to 148 architects residing in Maine and 517 non-resident architects. In addition, 1 resident of the State of Maine and 6 non-residents were granted registration as landscape architects.

Examinations pass rates ranged from 30 percent on the 1979 qualifying exam to 65 percent on Section 8 of the Professional Exam.

One complaint was received concerning a non-registered and three concerning license denials. Two complaints were referred to the Attorney General.

The Board's short-range plan is to revise the rules/regulations in accordance with the Maine Administrative Procedure Act and current national standards of architectural practices. The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Certification:

Architects and Landscape Architects

PUBLICATIONS:

Additions and update to 1979 Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects, and a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any non-registrant, upon request and payment of $5.00.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,644		4,644			
Prof Service, Not By State	8,243		8,243			
Other Prof Serv, By State	1,000		1,000			
Travel Expenses, In-State	1,677		1,677			
Travel Expense, Out-State	2,848		2,848			
Utilities	1,696		1,696			
Rents	2,250		2,250			
Repairs	37		37			
General Operating Expense	5,312		5,312			
Other Supplies	780		780			
Trans. to Gen.-Fund Sta-Cap	591		591			
TOTAL EXPENDITURES	29,078		29,078			

MAINE ATHLETIC COMMISSION

SAMUEL MICHAEL, CHAIRMAN
JOAN M. SURAWSKI, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2935
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A. Sect. 101

Average Count—All Positions: 5.5 *Legislative Count:* 5.5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has noted an increase in boxing activity, primarily amateur, during the past fiscal year. This was due to more promoters being licensed. There was a Golden Gloves tournament held in Lewiston this year and the winners went on to Vermont for competition. Two out of six won their division in that competition and went on to the New Englands; both lost.

Members of the Commission are preparing to update the rules and regulations pertaining to boxing.

There were 84 boxing shows and 30 wrestling shows. A total of 300 boxing and wrestling licenses of all kinds were issued.

LICENSES, PERMITS, ETC.:

Boxing

- Referee
- Manager
- Physician
- Second
- Timekeeper
- Boxer
- Promoter
- Judge
- Knockdown timekeeper

Wrestling

- Referee
- Matchmaker
- Manager
- Physician
- Trainer
- Second
- Timekeeper
- Announcer
- Wrestler
- Promoter

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,432	15,432				
State Share of Retirement	2,523	2,523				
Computer Service, By State	96	96				
Other Prof Serv, By State	355	355				
Travel Expenses, In-State	3,931	3,931				
Travel Expense, Out-State	163	163				
Utilities	791	791				
Rents	17	17				
Insurance	110	110				
General Operating Expense	1,959	1,959				
Other Supplies	201	201				
TOTAL EXPENDITURES	25,578	25,578				

AUCTIONEERS ADVISORY BOARD

GORDON L. WEIL, COMMISSIONER, BUSINESS REGULATION
JEWELL E. CHILDS, Administrative Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A. Sect. 271
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Regulation or his designee on the administration of the laws relating to Auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, 2 and 3 years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

PROGRAM: The Board was appointed to include auctioneers from northern and southern Maine and a public member, who is an attorney. It held the two formal meetings required by statute as well as participating in a general meeting of the Maine Auctioneers Association.

During its first meeting, the Board discussed proposed changes to the Auctioneers Law. These changes were submitted to the Legislature and were enacted into law. They defined more clearly the grounds for disciplinary action involving auctioneers.

At its second meeting, the Board advised the Commissioner on the application of disciplinary action in the case of minor violations of the law. It also discussed the relationship between the licenses for Auctioneer and for Real Estate Broker.

Details on licensing and disciplinary action are found in the Commissioner's report.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $815.94 in FY 80 and are, by administrative decision, included with those of Department of Business Regulation.

BANKING ADVISORY BOARD

H. DONALD DeMATTEIS, CHAIRMAN

Central Office: Hallowell Annex, Central Building, Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by::* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 368; *Citation:* 9-B M.R.S.A., Sect. 216
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
ROY L. GOVE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333
Established: 1827 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121
Average Count—All Positions: 26 *Legislative Count:* 3

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administrates the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banks and Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities divisions.

Banking. Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends June 30, 1981.

Eleven branch applications were received during fiscal year 1980 with nine being approved, one returned incomplete and one denied. Two merger applications were received and approved. One application to close a branch was received from a commercial bank and subsequently withdrawn. Three main office relocations, one a commercial bank and the other two credit unions, were received and approved. Four branch office relocations were received, three were approved and one is pending. One credit union was merged into a federally-chartered credit union. Two state-chartered credit unions also merged. Three federally-chartered credit unions made application to convert to state charter and one still pending.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. The Bureau conducted a State Banking Conference in May which was very well attended by the financial industry. This conference will be held on an annual basis and will provide an opportunity for the industry to obtain insights regarding future trends as well as meeting with the regulators. The Bureau cosponsored the Consumer Credit Guide in conjunction with the Bureau of Consumer Protection. The credit guide is compiled on a monthly basis for release to the news media. Advanced examiner training included: one senior examiner attended his final session in a two-year graduate program at Williams College; three participated in various federal interagency schools including: Trust Department Examinations (both Basic and Advanced), and the School of Examiners; one attended a new school for Beginning Examiners sponsored by the Conference of State Bank Supervisors; two examiners attended the National School for State Credit Union Examiners and one participated in the Graduate School for Savings and Loan Examiners. Also, senior field personnel took part in specialized workshops and conferences as follows: three examiners attended the Trust Study Conference sponsored by the Maine Bankers Association and another represented the Bureau at the Career Development Seminar of the Society of Financial Examiners, an organization in which all of the members of the Bureau's professional staff are enrolled.

The Bureau accomplished one of its short-term goals; namely, the development of career opportunities by completing grade reclassifications and the upgrading of professional opportunities. Other short-term Bureau goals include the development of consumer service capacities and improved research and data gathering ability. Improved and extended training programs are in the process of implementation to provide qualified examiners in a reduced time frame. Long term goals include the development of the capacity to assure greater responsibility in bank examinations from Federal regulatory agencies.

Securities Division. During the preceding fiscal year, the Securities Division processed 1,851 applications to register securities. Issuer-applicants were varied, and included churches, hospitals, holding companies, public utilities, transportation companies, industrial companies, financial companies, investment companies; unit investment trusts for tax-exempt bond funds; foreign governments; limited partnership syndications for oil/gas drilling, land, nursing homes, apartments, computers, historic building renovations; and development companies of out-of-state land sub-divisions and condominiums. Local issuers, exempt from Federal registration requirements and subject only to Maine registration requirements, principally included limited partnerships for elderly and low income apartment projects, and nursing homes. Local issuers as well as investment companies, unit investment trusts and out-of-state land condominium offerors required the most attention in the registration process. One application was made under the Takeover Bid Disclosure Law. The Bureau's attorney worked with the Superior and U.S. Courts and it was determined that the proposed transaction did meet the qualifications for being covered under Maine statutes.

Dealer and agent registrations are processed on a biennial basis for the periods ending September 30 each year.

A goal of the Division, to provide for computer processing of renewal licenses for dealers and agents, became operational. There were 2,622 dealers and agents.

LICENSES, PERMITS, ETC.:

License:

- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($40.00) (includes 5 year updates 1980-1984 inclusive)

Maine Securities Act—(Temporarily out of print)

Annual List of Dealers & Agents (Securities Division) ($2.00)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	357,795	45,986	311,809			
State Share of Retirement	59,680	7,376	52,304			
Prof Service, Not By State	1,406	450	956			
Computer Service, By State	6,863		6,863			
Other Prof Serv, By State	11,721	190	11,531			
Travel Expenses, In-State	68,941	23	68,918			
Travel Expense, Out-State	2,155	5	2,150			
Operation—State Vehicles	100		100			
Utilities	9,951	1,759	8,192			
Rents	958	46	912			
Repairs	978	37	941			
Insurance	76		76			
General Operating Expense	22,657	3,802	18,855			
Other Supplies	4,276	434	3,842			
Public Assistance Grants	763		763			
Equipment Purchases	3,931		3,931			
Trans. to Gen.-Fund Sta-Cap	19,273		19,273			
TOTAL EXPENDITURES	571,524	60,108	511,416			

STATE BOARD OF BARBERS

NORMAN P. HOUDE, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: 154 State Street, Augusta; *Floor:* 1 *Telephone:* 622-3821
Mail Address: Statehouse Sta. #96, Augusta, Maine 04333
Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351
Average Count—All Positions: 1 *Legislative Count:* 2

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1980 the Board held 6 organized meetings, administered examinations to 29 candidates, all passed the examination, 5 after taking the test the second time. Two complaints regarding illegal practice of barbering were received and administered by the Board without court action. Most discrepancies in barbering were noticed and corrected through regular inspections throughout the year; 920 inspections were made during FY 1980.

The following number of licenses, registrations and permits were in effect during the year: barber shop 478, barber certificate of registration 747, work permits 21, apprentice registrations 12, school licenses 2, instructor registrations 7, student permits 26, technician registrations 8. 23 new shops opened, 37 shops terminated, 17 changed location and 10 changed ownership.

August 13-16, 1979, one delegate from the Board attended the fifty-third annual conference of the National Association of the Board of Barber Examiners of America held in Nashville, Tennessee. The Board also was on a panel at the annual convention of the Maine Barber/Stylist Association held in Rockland, Maine, May 19, 1980 and attended various public functions related to barbering to keep barbers informed of changing Laws and trends.

Two new Laws were passed during the second regular session of the 109th Maine Legislature; Public Law 694, "An Act to Increase License and Examination Fees for Barbers" and Public Law 630 "An Act Concerning Mobile Barber Shops".

LICENSES, PERMITS, ETC.:

License:
  Barber Shop

Barber School
Registration:
Certificate of Registration for Barbers
Certificate of Registration for Instructor
Certificate of Registration for Technician
Certificate of Registration for Apprentice
Permit:
Student
Work

PUBLICATIONS:
Barber Board Bulletin, published twice annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	14,437		14,437			
State Share of Retirement	2,306		2,306			
Prof Service, Not By State	206		206			
Travel Expenses, In-State	5,088		5,088			
Travel Expense, Out-State	433		433			
Utilities	763		763			
Rents	2,300		2,300			
Insurance	3		3			
General Operating Expense	839		839			
Other Supplies	39		39			
Trans. to Gen.-Fund Sta-Cap	241		241			
TOTAL EXPENDITURES	26,655		26,655			

STATE CLAIMS BOARD

RICHARD A. HULL, III, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2861
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 038; *Citation:* 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He must be a member of that County's Board of County Commissioners, and is appointed by the chairman of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 152 cases during FY 80. However, there were 172 cases disposed of, 162 of which were land damage cases and 10 represented state claims. There were 68 cases which were either settled or otherwise closed without the need of hearings, 67 being land damage cases and 1 being a state claim. There were 104 cases heard before the Board, 95 land damage cases and 9 state claims. There were 36 cases continued.

The Board is continuing to review and study the need for revised legislation dealing with the award of just compensation.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,963			64,963		
State Share of Retirement	5,881			5,881		
Prof Service, Not By State	145			145		
Other Prof Serv, By State	391			391		
Travel Expenses, In-State	814			814		
Travel Expense, Out-State	403			403		
Utilities	2.166			2,166		
Rents	125			125		
Repairs	130			130		
Insurance	4			4		
General Operating Expense	9,058			9,058		
Other Supplies	841			841		
Equipment Purchases	212			212		
Trans. to Gen.-Fund Sta-Cap	2,964			2,964		
TOTAL EXPENDITURES	88,097			88,097		

BUREAU OF CONSUMER PROTECTION

BARBARA REID ALEXANDER, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The Bureau of Consumer Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and the Fair Credit Reporting Act.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 80 244 creditors and 11 collection agencies were examined. During this period the Bureau returned approximately $41,000 to consumers as a result of examinations and complaint resolution. The Bureau discovered 574 violations of truth-in-lending laws and 412 Consumer Credit Code violations after reviewing 45,952 transactions. The Bureau received 256 credit-related complaints from consumers in the second half of FY 80 (first half data not available).

The Bureau continues to receive requests for the publications noted below.

The Bureau received filings or licensed the following creditors in FY 80:

Supervised financial organizations (banks, credit unions)	557
Supervised lenders (small loan companies)	19
Other Creditors	1,198
Other lenders	32
Home Repair Contractors; Salesmen	135
Collection Agencies	26
Insurance Premium Finance Co.	19
Total	1,986

LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractor
- Home Repair Financing Agency
- Home Repair Salesman
- Consumer Credit Code Registration
- Collection Agency
- Insurance Premium Finance Company
- Supervised Lenders-Consumer Credit Code

PUBLICATIONS:

Down Easter's Pocket Credit Guide (free to Maine residents)
Down Easter's Lemon Guide (free to Maine residents)
Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	142,279		142,279			
State Share of Retirement	20,003		20,003			
Prof Service, Not By State	650		650			
Other Prof Serv, By State	4,737		4,737			
Travel Expenses, In-State	18,762		18,762			
Travel Expense, Out-State	2,359		2,359			
Utilities	5,406		5,406			
Rents	210		210			
Repairs	150		150			
Insurance	—59		—59			
General Operating Expense	13,567		13,567			
Other Supplies	4,962		4,962			
Equipment Purchases	2,053		2,053			
Trans. to Gen.-Fund Sta-Cap	5,122		5,122			
TOTAL EXPENDITURES	220,201		220,201			

STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

The Board meets at least twice during the calendar year: once in the month of January to select a chairman, and again before the end of December.

PROGRAM: During the last fiscal year, the Board conducted nine hairdresser examinations and examined three hundred and three candidates. Of the 303 candidates examined for Hairdresser licenses 297 passed the exam and 6 failed. Ten candidates were examined for Instructor licenses. Eight passed and received instructor licenses and 2 failed. Total number of licenses was 2,038.

The sanitarians employed by this agency conducted approximately 5,500 beauty shop inspections.

Twelve meetings were held by the Board. On January 21, 1980, the Board met with the owners/instructors of Maine Beauty Schools to discuss examination procedures. The Board also introduced a new form for reporting student hours. This form is still being formulated. A uniform method of reporting student hours by schools is being seriously considered. Hopefully this will be implemented in the near future.

The Board has also been and is working closely with the Department of Education regarding beauty schools and their educational standards.

One member of the Board attended the annual Tri-State Seminar for instructors in New Hampshire.

Nine complaints were received. One case was referred to the Attorney General; seven were settled and one was outside the Board's jurisdiction.

LICENSES, PERMITS, ETC.:

License:
- Apprentice
- Beauty Shops
- Student Hairdresser
- Operator
- Instructor
- Demonstrator
- Manicurist
- Student Instructor

Permit:
- Hairdressers Work Permit

PUBLICATIONS:

School Rules and Regulations (free)
Student Rights (free)
Rules and Regulations Pertaining to Beauty Shops (free)
State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
Rules of Practice (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,629		61,629			
State Share of Retirement	10,593		10,593			
Prof Service, Not By State	5,182		5,182			
Other Prof Serv, By State	1,250		1,250			
Travel Expenses, In-State	26,520		26,520			
Travel Expense, Out-State	129		129			
Utilities	4,139		4,139			
Rents	8,408		8,408			
Repairs	195		195			
Insurance	88		88			
General Operating Expense	9,565		9,565			
Other Supplies	794		794			
Trans. to Gen.-Fund Sta-Cap	2,101		2,101			
TOTAL EXPENDITURES	130,593		130,593			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

HENRY F. CLEAVELAND, CHAIRMAN
MURIEL SCOTT, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A. Sect. 6201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board had three members appointed for three years, three members for two years, and three members for one year.

PROGRAM: During this past year, this Board has utilized the testing instruments developed during FY 79 and has given written tests and oral evaluations to 45 applicants. The statistical procedures which were developed to apply to the first group of test results in order to determine the reliability and validity of the testing instrument were effective, and a duplication of the conclusions with the second group of test results further confirmed the instrument's reliability. Of the 45 applicants tested, 10 were provisionally registered and 30 were fully registered. With the three Board Members who went through testing and were registered, a total of 43 registered and provisionally registered counselors are presently practicing.

The rejection rate (7 of 45) was 15%, but some of these subsequently rectified deficiencies and are reflected in the total registration figures.

The Board met nine times during FY 80. The Application Manual for Substance Abuse Counselors is in the process of being filed under the provisions of the Maine Administrative Procedures Act.

LICENSES, PERMITS, ETC.:
Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:
Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Service, By State	126		126			
Other Prof Serv, By State	49		49			
General Operating Expense	426		426			
TOTAL EXPENDITURES	601		601			

ELECTRICIANS' EXAMINING BOARD

LEO O. MARTIN, CHAIRMAN
BLAKE McKAY, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During FY 1980, the Electricians' Examining Board held 13 organized meetings, administered examinations to 957 applicants, of whom 37% were issued licenses. A total of 1,810 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 1,809 inspections were made during the year.

The Board also checks electrical vocational school students' projects and holds classes throughout Maine to inform electricians of important code changes.

The Board assists the State Fire Marshal's office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 80, they were involved in 35 court cases, 30 of these were complaints against unlicensed people. 47 complaints were received against licenses and all were handled without formal disciplinary action.

In addition to their other duties, the Board has control over lightning rod installers (10) and motion picture operators (380).

LICENSES, PERMITS, ETC.:
License:
Apprentice Electrician
Helper Electrician

Journeyman Electrician
Limited Electrician
Master Electrician
Lightning Rod Agent
Lightning Rod Manufacturer
Motion Picture Operator
Motion Picture Apprentice Operator

PUBLICATIONS:
Statutes of the Electricians Examining Board (free)
Roster of licensed electricians ($5.00)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	75,353		75,353			
State Share of Retirement	13,236		13,236			
Prof Service, Not By State	11		11			
Computer Service, By State	11,279		11,279			
Other Prof Serv, By State	1,128		1,128			
Travel Expenses, In-State	5,897		5,897			
Travel Expense, Out-State	274		274			
Operation—State Vehicles	9,878		9,878			
Utilities	5,974		5,974			
Rents	463		463			
Repairs	112		112			
Insurance	9		9			
General Operating Expense	6,206		6,206			
Other Supplies	624		624			
Trans. to Gen.-Fund Sta-Cap	2,326		2,326			
TOTAL EXPENDITURES	132,770		132,770			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

CLIFFORD L. SWENSON, CHAIRMAN
MARSHALL D. ASHLEY, Vice Chairman
ROBERT UMBERGER, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell; *Floor:* 1 *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0 *Legislative Count:* 1

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and a secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: A total of 92 new applicants have applied for registration as Professional Foresters; 90 have been approved. The Board has refused two applicants who did not meet the necessary qualifications. The number of meetings held throughout the year was three.

An investigation was conducted from September 24, 1979 to January 25, 1980 against a Professional Forester, but the charges were dropped due to lack of evidence.

There are 591 Registered Professional Foresters in the State of Maine.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Forester

PUBLICATIONS: (Upon Request)

Laws and Rules of the Maine State Board of Registration for Professional Foresters.

Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	233		233			
State Share of Retirement	124		124			
Prof Service, Not By State	263		263			
Computer Service, By State	382		382			
Other Prof Serv, By State	1,231		1,231			
Travel Expense, Out-State	1		1			
Utilities	2		2			
Rents	6		6			
General Operating Expense	1,972		1,972			
Other Supplies	152		152			
Trans. to Gen.-Fund Sta-Cap	316		316			
TOTAL EXPENDITURES	4,682		4,682			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

CHAIRMAN, Vacant
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Sunset Review Required by: June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A. Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Advisory Board held eight meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct reviews of examination results.

FINANCES, FISCAL YEAR 1980: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

ROBERT GERBER, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Conservation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business Regulation.

PROGRAM: Regular meetings were held during the year. Nine examinations for certification were administered and 6 new licenses were issued. The examinations for both Soil Scientist and Geologist certification were revised. The percentage for those licensed after taking the examination was 78%. No complaints or disciplinary action was instituted during the year.

The biennial fee was increased to $40.00, an increase of $5.00 per year. A $20.00 fee was instituted for examination. There are presently 163 certified Geologists and Soil Scientists in Maine.

LICENSES, PERMITS, ETC.:

Certification:
- Geologists
- Soil Scientists

PUBLICATIONS:

Roster: (at cost)
Law and Rules and Regulations: Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Computer Service, By State	293		293			
Other Prof Serv, By State	851		851			
Utilities	2		2			
Rents	4		4			
General Operating Expense	535		535			
Other Supplies	142		142			
Trans. to Gen.-Fund Sta-Cap	175		175			
TOTAL EXPENDITURES	2,002		2,002			

HOME REPAIR ADVISORY BOARD

BARBARA REID ALEXANDER, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333

Established: 1966 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 037; *Citation:* 9 M.R.S.A., Sect. 3752

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: There are two main purposes of the Home Repair Advisory Board: to advise and consult with the Superintendent of the Bureau of Consumer Protection, within the Department of Business Regulation, concerning practices in the home repair industry, the administration of the law, and the rules and regulations adopted to implement the law; and to advise and inform the public concerning any practices in connection with home improvements which the Board may consider contrary to the public interest.

ORGANIZATION: The Home Repair Advisory Board is in the Department of Business Regulation within the Bureau of Consumer Protection. The Board consists of the Superintendent, who is the chairman of the Board, and 4 other members appointed by the Superintendent. Of the 4 appointed members, 2 must have had practical experience as home repair contractors. Each appointed member serves for a term of 4 years and until his/her successor is appointed and qualified.

The members of the Board serve without compensation but are reimbursed for their actual and necessary expenses in attending meetings of the Board.

PROGRAM: During FY 80 the Home Repair Advisory Board was inactive having no meetings, programs or accounts. There are no appointees to the Board.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit, by administrative decision, are included with those of the Bureau of Consumer Protection.

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 32 *Legislative Count:* 1

Organizational Units:
General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Examination Division
Licensing Division
Property and Casualty Division
Life and Health Division
Consumer Services Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM:

Examination Division. The Examination Division completed four domestic insurance company examinations, four policy reserve valuations and examinations are in process on three other companies. Statistical reports were compiled on insurance written in the State of Maine.

Licensing Division. The Licensing Division processed licenses for four new insurance companies, 751 new agents, 21 new adjusters, 66 new brokers, four new consultants, and 460 agents cancelled. The net gain in the number of agents licensed in the State of Maine for the fiscal year 1979/80 was 291. The Bureau of Insurance administered 1,189 license examinations during the fiscal year 1979/80, with an overall pass rate of about 80 per cent. A number of exams were retakes due to failure the first time. There were 8,000 licensed agents, 636 insurance companies, 865 brokers, 13 consultants, 231 adjusters and 594 agencies during the fiscal year.

Consumer Services Division. The Consumer Services Division serviced 1,877 complaints and 650 inquiries during 1979. During that year it held 114 hearings on cancellation and nonrenewal cases with 53 decisions for the insured and 61 for the company.

Life & Health Division. Received during fiscal year 1980, 9,791 policy forms for review; 991 of which required further correspondence. 270 forms were subsequently disapproved and 9,521 approved or placed on file. This Division also processed 477 consumer requests for information or help concerning problems of marketing or claim settlement.

Property & Casualty Division. Hundreds of rate, rules and form filings were received by this Division from companies and rating organizations. These filings were either approved, amended, placed on file or declined.

An increasing amount of time has been devoted to monitoring the automobile and Worker's Compensation assigned risk plans and responding to complaints and inquiries relative to these plans.

LICENSES, PERMITS, ETC.:

License:

- Insurance Agents (Res. & Nonres.)
- Insurance Brokers (Res. & Nonres.)
- Insurance Adjuster
- Surplus Lines Insurance
- Road Service Co. & Agents
- Insurance Consultants
- Insurance Companies
- Rating Organizations

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	304,542	28,743	275,799			
State Share of Retirement	51,872	4,589	47,283			
Prof Service, Not By State	204,264		204,264			
Computer Service, By State	41,487		41,487			
Other Prof Serv, By State	19,256	103	19,153			
Travel Expenses, In-State	8,332	265	8,067			
Travel Expense, Out-State	4,782	577	4,205			
Operation—State Vehicles	201		201			
Utilities	14,838	9	14,829			
Rents	5,055	25	5,030			
Repairs	1,833		1,833			
Insurance	80		80			
General Operating Expense	25,395		25,395			
Other Supplies	7,532	4	7,528			
Public Assistance Grants	24		24			
Equipment Purchases	2,397		2,397			
Trans. to Gen.-Fund Sta-Cap	33,802		33,802			
TOTAL EXPENDITURES	725,692	34,315	691,377			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2217
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: July 30, 1976 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

ORGANIZATION: The Central Licensing Division within the Department of Business Regulation was created in 1976 and first implemented in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and any other staff necessary to discharge the licensing and administrative duties of the Division.

PROGRAM: Since its inception in 1977, the Central Licensing Division has been working to produce a computerized and standardized system of license issuance and renewal for all bureaus, boards, and commissions under the Department of Business Regulation. Formerly, this task had been done manually and according to differing procedures.

The Division has approximately 25,000 licenses presently on a computer system. All renewal notices and licenses are on a standard form and are color coded according to type of category. The licensing system also produces a number of varied management information reports and additional listings for the various boards and bureaus within the department. Such available information includes a list of licenses not renewed, inspectors' reports, rosters, mailing labels and audit reports. Use of the new system eliminates peak period additional employees, allows faster and more accurate access to information, eliminates many of the man-hours used in manual processing, and also reduces the human error factor.

The use of a Central Licensing system achieves uniformity for all units and therefore allows a basis for cost saving.

LICENSES, PERMITS, ETC.:

The actual issuance and processing of all licenses required by the Department of Business Regulation are handled by this division.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	32,020		32,020			
State Share of Retirement	5,700		5,700			
Prof Service, Not By State	443		443			
Computer Service, By State	—436		—436			
Other Prof Serv, By State	2,164		2,164			
Travel Expenses, In-State	176		176			
Travel Expense, Out-State	214		214			
Utilities	1,659		1,659			
Repairs	50		50			
Insurance	4		4			
General Operating Expense	831		831			
Other Supplies	976		976			
Equipment Purchases	689		689			
Trans. to Gen.-Fund Sta-Cap	5,347		5,347			
TOTAL EXPENDITURES	49,837		49,837			

LIFE AGENT EXAMINATION ADVISORY BOARD

MARGARET HAAUGARD, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board held six meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct its review of examination results.

FINANCES, FISCAL YEAR 1980: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Stevens School Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A. Sect 9003
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, manufactured housing industry, code administration, manufactured housing owners. The term of office of the members is four years, except that initially one member is appointed for one year, one for two years, one for three years, and two for four years.

PROGRAM: The Board has undertaken three main endeavors: (1) the certification of all modular housing installed in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers to service, or install manufactured housing, and (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board.

Two Hundred Twenty-Five (225) modular homes were manufactured in, or shipped to the State of Maine during calendar year 1979. This is a drop of 48% from calendar year 1978, which is indicative of the economy and the housing industry for the year. Twelve Hundred Eighty-Three (1283) mobile homes were manufactured or shipped to the State of Maine during calendar year 1979. This was a drop of only 14%, which is only a slight drop compared with the rest of the housing industry. Licenses in effect: 34 mechanics, 84 dealers and 21 manufacturers.

The Board during fiscal year 1980 has applied to the United States Department of Housing and Urban Development (HUD) to be approved as a State Administrative Agency. If approved, this would allow the Board to investigate consumer complaints concerning defective mobile homes, and supervise manufacturer's plans to correct defects in mobile homes. In its current position, the Board has been acting only as a mediator between the consumer, manufacturer and dealer.

The Board received Sixty-Three (63) complaints of which Sixty (60) involved mobile homes. It met 6 times during the year.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics

PUBLICATIONS:
Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Certification of Modular Housing
Regulation for Licensing Manufacturers, Dealers and Mechanics

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,894	20,894				
State Share of Retirement	3,215	3,215				
Prof Service, Not By State	440	440				
Computer Service, By State	376	376				
Other Prof Serv, By State	11,251	11,251				
Travel Expenses, In-State	1,288	1,288				
Travel Expense, Out-State	249	249				
Operation—State Vehicles	222	222				
Utilities	1,112	1,112				
Rents	191	191				
Repairs	30	30				
Insurance	14	14				
General Operating Expense	2,577	2,577				
Other Supplies	548	548				
TOTAL EXPENDITURES	42,407	42,407				

OIL AND SOLID FUEL BOARD

VINCENT C. PETERS, CHAIRMAN
GORDON L. WEIL, Executive Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351
Average Count—All Positions: 4.5 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journey Oil Burner Technician, Apprentice Oil Burner Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, ex officio, who also serves as executive secretary. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 80, the Oil and Solid Fuel Board held 12 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 25 per cent passed. The pass rate for Oil Burner Journeymen was 73 per cent. There were 1,445 Oil Burner Masters, 880 Solid Fuel Masters, 1,318 Oil Burner Journeymen, 342 Oil Burner Apprentices and 8 Solid Fuel Apprentices. Approximately 500 inspections were made and numerous investigations were conducted. Inspectors remained assigned to the State Fire Marshal for supervision.

The Board must approve any oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 80, the Board provided initial approval to 44 units.

The Board completely revised its rules and regulations. It also prepared a new examination for Solid Fuel Masters.

Because of problems with oil line freezing, especially in mobile homes, the Board provided public information on ways to prevent such freeze-ups with threat to safety.

LICENSES, PERMITS, ETC.:

License:
- Oilburner Technician Apprentice
- Oilburner Technician Journeyman
- Oilburner Technician Master
- Solid Fuel Apprentice
- Solid Fuel Master

PUBLICATIONS:

Approved equipment list ($5 per year)
Rules and Regulations pamphlet (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BURNER TECHNICIANS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,067		34,067			
State Share of Retirement	5,713		5,713			
Computer Service, By State	5,179		5,179			
Other Prof Serv, By State	2,696		2,696			
Travel Expenses, In-State	1,862		1,862			
Travel Expense, Out-State	5		5			
Operation—State Vehicles	4,878		4,878			
Utilities	3,845		3,845			
Rents	141		141			
Repairs	62		62			
Insurance	23		23			
General Operating Expense	6,046		6,046			
Other Supplies	1,091		1,091			
Trans. to Gen.-Fund Sta-Cap	652		652			
TOTAL EXPENDITURES	66,260		66,260			

STATE BOARD OF EXAMINERS IN PHYSICAL THERAPY

MARY LOU BROWN, PT, CHAIRMAN
NANCY H. RUSSELL, PT, Secretary

Central Office: Stevens School Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3111

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: The State Board of Examiners in Physical Therapy, when established in 1955, consisted of six members of the Board of Registration in Medicine, together with two physical therapists appointed by the Governor. In 1975, the Legislature increased Board membership to nine by requiring the appointment of a public member to the Board of registration in Medicine. In 1979, the Legislature transferred the Board of Examiners in Physical Therapy to the Department of Business Regulation, decreased the number of members to six, and reorganized the Board's composition. The Board is presently composed of two physicians from the Board of Registration in Medicine, two physical therapists, one physical therapist assistant and one public member. Each is appointed by the Governor and serves a four year term. Two physician members serving on the existing Board will continue to serve until June, 1981, the expiration of their present appointment. The Board elects a Chairman and a Secretary from its members for a two year term.

PROGRAM:

Meetings. The Board of Examiners in Physical Therapy held three meetings during FY 80 on September 11 and November 14, 1979, and March 12, 1980. The November meeting was adjourned for lack of a quorum. One physical therapist member attended the Maine Professional Health Licensing Board Conference on October 17, 1979, in Augusta. Topics included legislation governing licensing boards, role of the AG's Investigation Division, conduct of Administrative Court proceedings, rulemaking procedures, and professional advertising. In February, 1980, one physical therapist member also attended the midyear meeting of the Section on State Licensure and Regulation of the American Physical Therapy Association in New Orleans, Louisiana. Highlights of the program included presentations on current trends in allied health legislation, the impact of specialized practice on state licensure, a model for effective state legislation, and update on current testing issues, and licensure exam score interpretation.

Examinations. The licensing examinations utilized by the Board are the nationally accepted examinations for physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association. Three examinations were conducted by the Board on July 21 and November 17, 1979, and March 29, 1980.

Ten candidates were examined for licensure as physical therapists. Nine of these passed and one was required to repeat one part of the exam and subsequently passed. Another candidate for licensure by endorsement was required to sit one part of the exam previously failed in another state and passed.

Six candidates were examined for licensure as physical therapist assistants following graduation from an accredited educational program for the physical therapist assistant. All passed the examination. Fourteen candidates were permitted to challenge the physical therapist assistant exam under the grandfather provisions. Of these, nine passed the examination.

Licensure. A total of forty-one physical therapists were licensed during FY 80, ten on the basis of examination and thirty-one by endorsement. Seventeen physical therapist assistant licenses were granted, fifteen on the basis of examination and two by endorsement. Of those fifteen, nine were issued to candidates who challenged the physical therapist assistant examination without having graduated from an accredited educational program for the physical therapist assistant.

Notices of biennial renewal were mailed to 318 licensees including 6 physical therapist assistants. 296 renewals were completed and 22 physical therapist licenses lapsed for failure to renew. On June 30, 1980, Board records showed 305 physical therapists and 17 physical therapist assistants licensed in the State of Maine.

The revised Physical Therapist Practice Act deleted state certification of physical therapy aides. During the years 1967-1979 a total of 184 physical therapy aides received state certification by the Board of Examiners in Physical Therapy.

Legislation. The revised Physical Therapist Practice Act was enacted by the 109th Legislature as Chapter 555 of the Public Laws, 1979, and became effective September 14, 1979. In addition to the changes noted above, the revised practice act restructured and clarified the existing statute; provided for the increased cost of board operation; changed the license renewal requirement from annual to biennial; eliminated Physical Therapy Association membership as a condition for licensure; updated the definition of physical therapy; allowed for recent changes in school accreditation procedures; updated the mechanism for licensure of foreign trained physical therapists; expanded the section on exceptions to licensure to include federal employees, students, and recent graduates while awaiting examination; and provided for licensure of physical therapist assistants.

Other Activities. In addition to the above activities, Board members spent a great deal of time this year attempting to smooth the move of the board office from Waterville to Hallowell, orienting new staff to board policies and procedures, determining duties and responsibilities of individual Board members, and developing procedures for licensure of the physical therapist assistant; distributed the 1980 Physical Therapist Resource Inventory to all licensees; circulated an informational letter with the license renewal notices which summarized data from the 1976 and 1978 Physical Therapist Resource Inventory; sent information regarding the new law to the Maine Hospital Association of Maine Health Care Association, and the Association of Home Health Agencies for publication and distribution; discussed reasonable fees for board services; approved one request for license reinstatement; notified appropriate authorities of an applicant for licensure who refused to take the licensure exam and was therefore denied licensure as a physical therapist; referred to the Department of the Attorney General an investigation of reports of an unlicensed person practicing physical therapy in the State of Maine; and requested and received from the Attorney General's office an informal ruling on the status, under the new Physical Therapist Practice Act, of those persons who were certified as Physical Therapy Aides under the old Act.

LICENSES, PERMITS, ETC.:

License:

Physical Therapist

Physical Therapist Assistant

PUBLICATIONS:

(1) Register of physical therapists and physical therapist assistants licensed in the State of Maine—$1.00

(2) Physical Therapist Practice Act and Rules and Regulations (Free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	343		343			
Prof Service, Not By State	545		545			
Computer Service, By State	438		438			
Other Prof Serv, By State	1,032		1,032			
Travel Expenses, In-State	188		188			
Travel Expense, Out-State	468		468			
Utilities	11		11			
Rents	9		9			
General Operating Expense	1,336		1,336			
Other Supplies	203		203			
Trans. to Gen.-Fund Sta-Cap	990		990			
TOTAL EXPENDITURES	5,563		5,563			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ANNE L. HESS, Ph.D., CHAIRMAN
VAUGHN HARDESTY, Ph.D., Secretary
ROBERT WHITE, JR., Treasurer

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years from a list of licensed psychologists submitted by the Maine Psychological Association. The members elect a chairman, secretary and treasurer every two years.

PROGRAM: The Board held 10 meetings. It licensed 22 psychologists. There are 280 licenses. The Board revoked one temporary license, and denied one license, pursuant to the APA. One officer of the Board attended the annual meeting of the American Association of State Psychology Boards.

LICENSES, PERMITS, ETC.:

License:

- Psychologist
- Psychological Examiner

PUBLICATIONS:

Roster of licensees—$1.00

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	2,057		2,057			
Computer Service, By State	468		468			
Other Prof Serv, By State	825		825			
Travel Expenses, In-State	72		72			
Travel Expense, Out-State	127		127			
Utilities	74		74			
Rents	4		4			
General Operating Expense	3,207		3,207			
Other Supplies	44		44			
Equipment Purchases	119		119			
Trans. to Gen.-Fund Sta-Cap	89		89			
TOTAL EXPENDITURES	7,086		7,086			

REAL ESTATE COMMISSION

JACK A. ROGERS, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate transactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

ORGANIZATION: The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

PROGRAM: The Real Estate Commission held 25 meetings during the fiscal year. Each meeting was preceded by mailing of information to members for review and meeting preparation.

Education. The Commission appointed seven members to the Continuing Education Committee created by 32 MRSA §4115-B. Course outlines for the pre-licensure course of study were reviewed and up dated. Applications for approval of 22 real estate schools and 113 instructors were reviewed and approved. Approved pre-licensure courses served 2,439 students. Four educational newsletters were published and distributed to licensees, libraries, educational institutions, lending institutions, daily newspapers and State agencies.

Commission members served as guest speakers for several industry and civic groups; and the Commission conducted 2 regular meetings, one in Androscoggin County and one in Knox County, in conjunction with trade association meetings. The Director attended the Annual Conference of the National Association of Real Estate License Law Officials in Texas.

Enforcement. This portion of the program consists mostly of investigating citizen complaints filed against real estate brokers and salesmen and examination of real estate brokerage offices.

Investigation of 99 formal complaints filed against real estate brokers and salesmen has been completed. During the course of investigation, 12 investigatory hearings were conducted. Completed investigations resulted in dispositions as follows:

3 cases were referred to the Attorney General for prosecution;
1 case decision included a cease and desist order;
8 case decisions included reprimands;
15 cases were resolved during the course of investigation or as a result of a Commission order; and
72 cases were dismissed because no evidence of license law violations was found

As a result of Commission complaints filed with the Administrative Court the following penalties were imposed:

1 real estate broker license was revoked;
1 real estate broker license was suspended for 5 months;
1 real estate broker license was suspended for 2 months together with a $500 fine;
1 real estate broker was fined $300; and
1 real estate broker agreed to a settlement of $750.

Two Commission complaints were filed in district courts resulting in a $100 fine and one dismissal.

Seventy-eight randomly selected real estate brokerage offices were examined for adequacy of trust accounts, to detect practices of potential harm to consumers, and to generally encourage compliance with licensing laws. Fifteen real estate brokerage offices were examined as a result of complaints or other indications of improper use of client funds. Office examinations were only conducted during a ten month period due to work load requirements in other program areas.

Licensing. Applications were processed for 556 real estate brokers and 982 real estate salesman license examinations. As a result of the testing, 47% of the real estate broker applicants and 50% of the real estate salesman applicants received passing scores. These examinations were prepared, administered and scored by the Center for Real Estate Education. The exams receive continual evaluation for both form and content by technical experts. Subject matter and topic emphasis from the pre-licensure courses are immediately reflected on license examinations.

License applications were processed for 2,677 real estate brokers, 1,125 real estate salesmen, 137 branch offices, 24 new corporations, and 1,227 changes in license status. On June 25, 1980, 7,708 licenses were in effect and 206 licenses were in a pending status.

Nine adjudicatory hearings were conducted by the Commission as a result of applicant criminal history records, or due to improper conduct by licensees. As a result of those hearings 5 licensee applications were approved and 4 license applications were denied.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School

PUBLICATIONS:

Maine Real Estate News—Free
Roster of Real Estate Brokers and Salesmen—$1.50
License Law and Commission Rules—Free
Real Estate Transaction Handbook—Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	104,043		104,043			
State Share of Retirement	16,196		16,196			
Prof Service, Not By State	27,551		27,551			
Computer Service, By State	14,349		14,349			
Other Prof Serv, By State	3,634		3,634			
Travel Expenses, In-State	3,898		3,898			
Travel Expense, Out-State	975		975			
Utilities	4,472		4,472			
Rents	182		182			
Repairs	150		150			
Insurance	19		19			
General Operating Expense	17,780		17,780			
Other Supplies	6,646		6,646			
Trans. to Gen.-Fund Sta-Cap	8,676		8,676			
TOTAL EXPENDITURES	208,571		208,571			

STATE RUNNING HORSE RACING COMMISSION

LINDA S. GILSON, Director of Administrative Services

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3916
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 036; *Citation:* 8 M.R.S.A. Sect. 321
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission makes rules and regulations for the holding, conducting and operating of all running horse races and for the operation of race tracks on which any such running horse race meet is held.

ORGANIZATION: The State Running Horse Racing Commission is to consist of 3 members appointed by the Governor. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until his/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have any pecuniary interest in any racing or the sale of pari-mutuel pools.

PROGRAM: During FY 80 the State Running Horse Racing Commission was inactive, having no programs or accounts. There were no running horse races.

FINANCES, FISCAL YEAR 1980: This unit did not receive or expend funds.

STATE BOARD OF SOCIAL WORKER REGISTRATION

JEANNE SOULE, CHAIRMAN
ERMA HEAD, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 4186

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in October and April during the FY 80. Total number of examinations given were 12 Associate Social Workers, 5 Registered Social Workers and 30 Certified Social Workers. 28 people were licensed as Certified Social Workers with Independent Practice and 3 were licensed through endorsement. Total number of licensed social workers are approximately 700.

Two applicants did not pass the examination and 2 were found not eligible to take the examination.

Criteria and guidelines were established during the past year in continuing education. Every second renewal (every 4 years) is contingent upon evidence of participation in a continuing professional education course or an approved program.

One complaint was issued against a lapsed licensee. The renewal fee was paid, and action was dropped.

Six appeals were made to the Board for Certified Social Worker with Independent Practice. All 6 individuals were licensed, with the licensed dtate, back-dated to 3-20-79.

No disciplinary action was taken in the FY 80.

LICENSES, PERMITS, ETC.:

Certificate:
- Registration of Certified Social Worker
- Registration of Associate Social Worker
- Registration of Registered Social Worker
- Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:

Rules and Regulations—Free
Roster—Publishing fee.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	2,800		2,800			
Computer Service, By State	1,024		1,024			
Other Prof Serv, By State	1,091		1,091			
Travel Expense, Out-State	465		465			
Utilities	29		29			
Rents	6		6			
General Operating Expense	1,513		1,513			
Other Supplies	151		151			
Trans. to Gen.-Fund Sta-Cap	515		515			
TOTAL EXPENDITURES	7,594		7,594			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

ROBERTA HANSEN, CHAIRPERSON
SAMUEL C. CHERASO, Secretary

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2098
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: Rules and Regulations including a Code of Ethics and a continuing education component, are expected to be ready for a public hearing during Autumn, 1980. This year the Board relicensed 118 professionals: 100 Speech Pathologists, 16 Audiologists, and 2 with dual licensure. In addition, 31 new licenses have been issued: 29 speech pathologists and 2 audiologists. Two complaints have been received and are being studied.

LICENSES, PERMITS, ETC.:
Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	725		725			
Computer Service, By State	189		189			
Other Prof Serv, By State	378		378			
Travel Expenses, In-State	141		141			
Utilities	2		2			
Rents	4		4			
General Operating Expense	786		786			
Other Supplies	46		46			
Trans. to Gen.-Fund Sta-Cap	473		473			
TOTAL EXPENDITURES	2,744		2,744			

CIVIL AIR PATROL

COLONEL JOSEPH R. MELROSE, JR., WING COMMANDER
LT. COL. LINWOOD F. WRIGHT, Deputy Wing Commander

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 16

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:

A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
   1. Auburn Composite Squadron—Auburn
   2. Augusta-Gardiner Composite Squadron—Augusta
   3. Bangor-Brewer Composite Squadron—Bangor
   4. Brunswick-Bath Composite Squadron—Brunswick
   5. Caribou Composite Squadron—Caribou
   6. Dexter Senior Squadron—Dexter
   7. Down-East Patrol Composite Squadron—Ellsworth
   8. Cumberland County Composite Squadron—South Windham
   9. Liberty Cadet Squadron—Berwick
   10. Oxford Senior Squadron—Rumford
   11. Pinetree Senior Squadron—Bath
   12. Waterville Composite Squadron—Waterville

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens in the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Field Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and twelve Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission headquarters is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another mission headquarters is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Portland—one Cessna 150, Bar Harbor—one Cessna 150.

A VHF Repeater station is maintained and operated by the Maine Wing at Auburn as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS: Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1980: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to approximately $5,000 in FY 80, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Aeronautics.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN
ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: Meetings were held at least quarterly during FY 80 for the purpose of discussing the progress of several projects, approving the FY 80 computer rates and monitoring Central Computer Services fiscal performance.

Several special meetings were held for the purpose of providing each Computer Services Advisory Board member an opportunity to discuss in detail the current data processing activities in his/her respective agency, and an opportunity to elaborate on the agency's future data processing needs.

As a result the Board was divided into three committees comprised of members with similar interests, whose combined goal is to prepare in FY 81 a definition of future needs, the standards of attainment and the resources required to support the needs of State Government via data processing in the 1980's.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $476.52 in FY 80 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD E. BARRINGER, COMMISSIONER

NANCY ROSS, Director of Policy Planning and Program Services

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011
Average Count—All Positions: 548 *Legislative Count:* 219
Organizational Units:

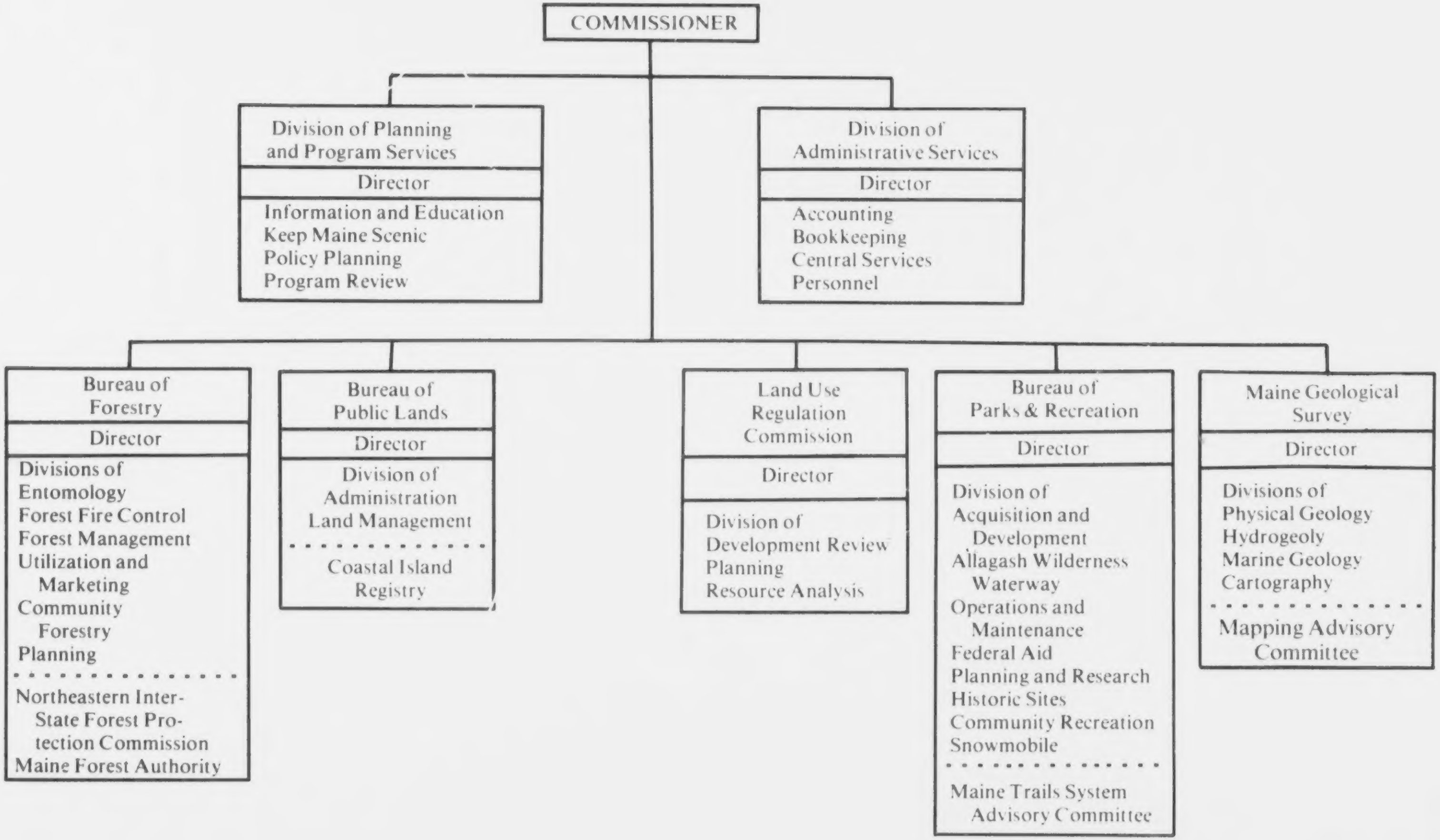
- Division of Planning and Program Services
- Land Use Regulation Commission
- Bureau of Public Lands
- Coastal Island Registry
- Bureau of Forestry
- Maine Forest Authority
- Mapping Advisory Committee
- Committee on Spruce-Fir Silviculture
- Bureau of Parks and Recreation
- Keep Maine Scenic Committee
- Allagash Wilderness Waterway
- Maine Trail Systems Advisory Committee
- Advisory Committee on Historic Sites
- Maine Geological Survey
- Maine Mining Bureau
- Northeastern Forest Fire Protection Commission

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION


COMMISSIONER
Division of Planning and Program Services
Director
Information and Education
Keep Maine Scenic
Policy Planning
Program Review
Division of Administrative Services
Director
Accounting
Bookkeeping
Central Services
Personnel
Bureau of Forestry
Director
Divisions of
Entomology
Forest Fire Control
Forest Management
Utilization and Marketing
Community Forestry
Planning
Northeastern Inter-State Forest Protection Commission
Maine Forest Authority
Bureau of Public Lands
Director
Division of
Administration
Land Management
Coastal Island Registry
Land Use Regulation Commission
Director
Division of
Development Review
Planning
Resource Analysis
Bureau of Parks & Recreation
Director
Division of
Acquisition and Development
Allagash Wilderness Waterway
Operations and Maintenance
Federal Aid
Planning and Research
Historic Sites
Community Recreation
Snowmobile
Maine Trails System Advisory Committee
Maine Geological Survey
Director
Divisions of
Physical Geology
Hydrogeoly
Marine Geology
Cartography
Mapping Advisory Committee

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,661,038	5,211,557	709,869		599,607	140,005
State Share of Retirement	1,173,602	936,666	118,136		99,262	19,538
Prof Service, Not By State	914,976	295,799	456,348		157,519	5,310
Computer Service, By State	8,108	3,124	3,516		1,468	
Other Prof Serv, By State	66,400	62,556	3,709		23	112
Travel Expenses, In-State	296,230	146,735	112,438		36,368	689
Travel Expense, Out-State	22,457	15,265	3,002		3,582	608
Operation—State Vehicles	662,247	563,437	69,968		21,964	6,878
Utilities	239,979	211,326	23,503		1,970	3,180
Rents	172,160	131,712	7,221		32,999	228
Repairs	381,856	307,005	40,758		24,374	9,719
Insurance	4,579	2,569	1,687		323	
General Operating Expense	10,269,168	1,863,957	5,020,615		3,380,733	3,863
Food	9,724	4,264	5,420		40	
Fuel	103,124	44,170	55,308			3,646
Other Supplies	387,777	227,241	97,451		20,838	42,247
Highway Materials	683		683			
Grants to Federal Govt.	121,075	111,075	10,000			
Grants to Local Govts.	408,733	313,554	59,633		33,981	1,565
Grants to Pub. & Priv. Orgs.	94,366		49,622		44,744	
Misc. Grants to Individual	1,007		1,007			
Pensions	109,189	108,077	934		85	93
Land and Land Rights	3,599				65,324	−61,725
Buildings & Improvements	55,430	40,510	4,338		8,946	1,636
Equipment Purchases	818,023	576,737	95,755		139,720	5,811
Structures & Improvements	351,236	50,330	15,561		155,856	129,489
Equipment Construction	1,541		1,541			
Trans. to Gen.-Fund Sta-Cap	90,385		20,914		67,985	1,486
TOTAL EXPENDITURES	23,428,692	11,227,666	6,988,937		4,897,711	314,378

and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions.

The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides the support services of personnel, budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services.

Division of Planning and Program Services. The division conducts a coordinated public information and education program for the Department. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote interdepartmental understanding and cooperation. The information and education section prepares and distributes news releases and feature stories, prepares and revises informational folders, and maintains a photo file. The section engages in special projects, such as mailings and materials for Arbor Week. As a service to other programs in the Department, the information and education section distributes news clippings twice each week, distributes audio-visual materials and equipment, prepares a departmental directory, reviews reports and publications, and publishes a monthly newsletter.

The division has provided continuing policy review and assistance to the various bureaus of the Department on matters of Department-wide concern. In F.Y. 1980, the division initiated development of a minerals policy for Maine, in conjunction with the Maine Geological Survey.

The division has conducted a study of coastal storm damage problems on the Maine coast and formulated policy recommendations to reduce future damages. All but one of the recommendations were subsequently adopted by the Governor's Committee on Coastal Development and Conservation. A major recommendation calling for protection of coastal sand dunes—particularly for their flood buffering function—was implemented through legislation in the 109th legislative session.

The division examined the computerized information management efforts of the several bureaus of the Department of Conservation, and recommended future actions to be taken to improve computerized information management for the Department as a whole. The report "Recommendation for Improving Computerized Information Management by the Department of Conservation" is available upon request. The division undertook a similar project designed to improve the coordination of computerization efforts by state agencies responsible for managing natural resources information. The findings and recommendations of this project are contained in the report "Recommended Improvements in Computerized Management of Natural Resources Information," and is also available upon request.

The division also coordinated the development and review of Department policy papers, legislative programs, federal grant applications, and affirmative action.

The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

PUBLICATIONS:

The Economics of Dickey-Lincoln from Maine's Perspectives, September, 1977.

Financial Aid available from the Department of Conservation.

Where Should Heavy Industry be Sited in Coastal Maine?, prepared for the Governor's Advisory Committee on Coastal Development and Conservation, February, 1978.

Recommendations for Improving Computerized Information Management by the Department of Conservation.

Recommended Improvements in Computerized Management of Natural Resources Information.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	32,430	942			9,221	22,267
State Share of Retirement	4,808	137			1,407	3,264
Prof Service, Not By State	4,786				1,041	3,745
Other Prof Serv, By State	112					112
Travel Expenses, In-State	2,809	293			1,989	527
Operation—State Vehicles	308	200			108	
Utilities	103				28	75
Rents	288				48	240
Repairs	250,739	239,429			10,353	957
General Operating Expense	2,484	61			177	2,246
Other Supplies	1,294	163			249	882
Grants to Local Govts.	2,565	1,000				1,565
Land and Land Rights	3,599				65,324	—61,725
Buildings & Improvements	47,237	37,130			8,946	1,161
Equipment Purchases	7,300	1,959				5,341
Structures & Improvements	328,569	46,445			152,635	129,489
Trans. to Gen.-Fund Sta-Cap	889				889	
TOTAL EXPENDITURES	690,320	327,759			252,415	110,146

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NANCY J. KENNISTON, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012
Average Count—All Positions: 21 *Legislative Count:* 13

PURPOSE: Under the overall supervision of the Director of Administrative Services, this office assists the Commissioner and Bureau Directors in financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all Bureaus, including personnel, bookkeeping, accounting, purchasing, internal audit and records management.

ORGANIZATION: The Administrative Services Division consists of four sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, fiscal control, income, journals, and purchasing. The Bookkeeping Section is responsible for maintaining all accounts, posting ledgers, approving payments, advising Bureaus of financial status, expense accounts, and management of open market purchase orders. The third section, Personnel, is responsible for all staff personnel actions of the Department, including the development of the personal services budgets and work programs, processing all personnel actions, advising employees on personnel rules and regulations, preparing payrolls, and providing other personnel information and statistics as required. Lastly, the Central Services Section, provides a variety of clerical, administrative and office services for the Department, as well as the Division.

PROGRAM: The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting, (both State and Federal) and labor relations.

The primary program of the Division of Administrative Services is to provide day-to-day support services in those areas of responsibility listed above. Services are provided on a Department-wide basis for both Bureaus (functional) and Regions (geographic).

As time and staff permit, the Division has an ongoing program to develop improved management systems for conducting the Department's clerical, fiscal, and personnel functions.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	245,434	245,434				
State Share of Retirement	41,591	41,591				
Prof Service, Not By State	813	813				
Computer Service, By State	26	26				
Other Prof Serv, By State	6	6				
Travel Expenses, In-State	1,773	1,773				
Travel Expense, Out-State	690	690				
Operation—State Vehicles	1,307	1,307				
Utilities	8,980	8,980				
Repairs	782	782				
Insurance	2	2				
General Operating Expense	10,170	10,170				
Food	43	43				
Other Supplies	5,175	5,175				
Pensions	34	34				
Equipment Purchases	1,794	1,794				
TOTAL EXPENDITURES	318,620	318,620				

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN, PLANNING ASSOCIATE

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title.

As of December 31, 1975 (the formal cut-off for registration), approximately 1,500 islands were registered and 1,300 islands remained unregistered. The total area of the 1,300 unregistered islands is 840 acres.

Subsequently, a management plan for the unregistered islands was developed; and on March 16, 1979, this plan was adopted by the Bureau. In order to provide the greatest diversity and depth of management expertise in the maintenance of these 1,300 unregistered islands, the plan calls for them to be inventoried according to natural features and potential use. They then are to be transferred or leased to other agencies of the state, non-profit conservation organizations, and municipalities for actual management. The plan is now being implemented and it is estimated that about 400 islands will be assigned to other entities for management, leaving the Bureau of Public Lands with about 900 islands.

As implementation of the plan proceeds, along with the continuing title search process, certain islands may be expected to fall either into or out of the State of Maine. A period of about five years will be necessary before the precise assignment of all islands, public and private, will become fixed. In the meantime, it is estimated that the title search process will be complete by July 1980.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	3,186	3,186				
General Operating Expense	30		30			
TOTAL EXPENDITURES	3,216	3,186	30			

MAINE FOREST AUTHORITY

KENNETH G. STRATTON, CHAIRMAN

Central Office: AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: May 9, 1970 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 068; *Citation:* 12 M.R.S.A., Sect. 1701

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BUREAU OF FORESTRY

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1891 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001
Average Count—All Positions: 274 *Legislative Count:* 140.5
Organizational Units:

Division of Forest Management
Division of Forest Fire Control
Division of Community Forestry
Division of Entomology
Forest Insect Manager
Division of Planning and Development

PURPOSE: The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 5 functional divisions. They are Forest Fire Control, Forest Management, Entomology, Community Forestry, and Planning and Development. The office of the Forest Insect Manager is also included within the Bureau. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

Created by the 1976 Spruce Budworm Suppression Act, the office of the Forest Insect Manager coordinates programs relating to spruce budworm. Spraying projects, insecticide development, research, and tax incentives for applying silvicultural measures are the principal activities.

PROGRAM: The Bureau of Forestry's program is implemented through its various divisions.

Division of Forest Management. The foresters of the Forest Management Division provide forest management advice and assistance to the small landowners of the State. Generally, their duties include woodlot reconnaissance, management recommendations, timber stand improvement and timber harvest. Additional duties include technical assistance on Land Use Regulation Commission Forestry Permits, and shoreland zoning assists.

A federal program administered by the Agricultural Stabilization and Conservation Service has added considerably to the forester's workload. The Forestry Incentives Program (F.I.P.) was funded at $186,000 in Maine this year, and has resulted in significant increases in acreage planted to trees and in acres of timber stand improvement. Every request from a landowner must be personally reviewed and approved by a Bureau forester. During FY 80 service foresters gave technical assistance to 5,000 small woodland owners.

Office of the Forest Insect Manager. In May and June, 1980, a spruce budworm spraying project was completed covering 1,350,000 acres of infested forest land. Early surveys indicate that the project was generally successful in reducing larval populations and preserving foliage. The spraying was accompanied by an intensive series of environmental monitoring studies to assure that no adverse effect on wildlife and fish occurred.

The budworm research effort initiated by the 1976 Budworm Suppression Act continues to support research on improved control methods.

The Budworm Policy Review Committee was convened during the summer and fall of 1979 culminating in a series of recommendations to the Commissioner. Many of these recommendations were accepted and supported by the Commissioner and were ultimately included in the Spruce Budworm Management Act of 1980, passed by the second regular session of the 109th Legislature. This Act provides for (1) a budworm woodlot management program; (2) a supply and demand analysis; (3) 50,000 for environmental health monitoring; and (4) by 1982, 100% of spray costs to be paid by landowners actually sprayed.

Division of Fire Control. The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—⅓ of time and funds are expended in this effort, (2) detection—presently utilizing 28 towers and 13 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

The goal of the Division is to keep acreage burned less than .02 of 1% of the total acreage of the State and hold fire occurrence to 30 fires per million acres protected (532 fires). During 1979 there were 851 forest fires burning 3,829 acres. Both of these values exceeded the goals. This is due in part to a stronger effort to report all forest fires, especially from organized towns and an extended period of extremely dry weather.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1979 the following prevention measures were accomplished.

Supplied radio and TV stations with taped fire prevention messages.

Circulated "Smokey Bear" programs at 189 appearances talking to 4,000 school children.

Mailed 4,000 Junior Forest Ranger Kits.

Successfully prosecuted 207 violators.

Made over 7,245 inspections of chainsaws, spark arrestors and damages.

Presupression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups were conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained & equipped fire overhead teams were trained during 1979. In all, 11,703 people received training, and 3,260 individuals received certificates of completion.

*These figures are for the calendar year 1979. Fiscal year figures are unavailable.

Division of Entomology. The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 5,500,000 acres for 1980. Representative field samples were analyzed in field laboratories. Research tests were planned and conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 75,000 acres by the Forest Tent Caterpillar in northern hardwood areas and 25,000 acres by the Gypsy Moth in the southern third of the state. Surveys and evaluations show continuing serious defoliation in hardwood species in 1980. Additional survey and active control projects were implemented for the elimination of browntail moth on mainland and islands in the Casco Bay area. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 54,373 acres of the 76,000 acres scheduled. There are two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of present or potential pests, including birch casebearer, oak insect complex and Scleroderris Canker disease. The general forest insect and disease survey was conducted statewide resulting in 700 separate insect collections at the Augusta laboratory for analysis, evaluation and recording. The quality of this survey system was enhanced by extending a system of light traps for detection of activity patterns of destructive forest species. Special surveys such as spruce budworm parasite study and a survey of secondary insects and diseases in budworm weakened stands, provide additional important and useful data. Specific emphasis on forest diseases through identification and increased technical assistance to landowners, the public and other agencies help meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area was monitored and no spread was determined in FY 80.

The Office provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 5,000 public assistance requests were responded to on the forest and shade tree resource and public nuisance nests. Also 625 permits were issued relative to Gypsy Moth and Oak Wilt quarantine regulations.

Division of Community Forestry. This Division was created in April, 1978 to administer and strengthen the programs of the Shade Tree Planting Program and the State Forest Nursery. The Division provides financial and technical assistance to municipalities in planting and caring for community trees. During FY 80, about 42 municipalities participated in the Shade Tree Planting Program. The State Forest Nursery grows and distributes (at cost) tree seedlings for reforestation as well as shrubs for wildlife. During FY 80, about 2.1 million seedlings were sold.

Division of Planning and Development. The Division of Utilization and Marketing and the Division of Planning, Evaluation and Research were combined in May of 1980. The services that each Division provided have been continued and are coordinated within the new Division of Planning and Development. During FY 80, the Sawmill Improvement Program (S.I.P.) was carried out in eight sawmills again with a prediction that an improvement averaging 8% could be achieved. The Primary Processor Newsletter was expanded to include logger and sawmill operator profiles. Six editions of the newsletter went to an average of 360 readers. The data for the Annual Timber Cut Report was collected and compiled, generating, in addition to the volume of wood cut, an updated list of all primary processors in Maine. The Christmas Tree Transporters Registrations Program was again carried out along with the twice a year compilation of Stumpage and Mill Delivered Prices.

The planning section of the Division continued with its development of the State Forest Resources Plan; required for continued federal forestry funding for Maine. The 1980/81 Resurvey of Maine's Forest Resources, a decennial survey carried out by the U.S. Forest Service in cooperation with the Maine Forest Service, began during 1980. It will be complete in two years. The Division continues to carry out general planning and evaluation work for the Bureau.

LICENSES, PERMITS, ETC.:

Permit:
- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

Registration:
- Christmas Tree Transporters

PUBLICATIONS:

So Distinguished a Forest: Only In Maine

Forest Campsites
Can We Afford Our Idle Land
Woodland Management Service Available to You
Maine Forest Facts
Primary Processor Newsletter
Spruce Budworm Marketing Guide
Forest Trees of Maine
Planting and Care of Shade Trees
Field Book of Destructive Forest Insects
Protect White Pine from Blister Rust
Insect Primer
Damping-Off Studies in Coniferous Seedlings
Forest Insect-Disease Conditions for Maine
Spruce Budworm in Maine in 1977
Pesticide and Stream Insects
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
The Spruce Budworm Threat to Maine Forests
Saddled Prominent Complex in Maine
Saddled Prominent Outbreak of 1970-1971 and its Damage
Cleaning and Weeding Paper Birch—A 24 Year Case History
Spruce Budworm in Maine in 1979
Spruce Budworm Research—A User's Guide
1979 Forest Insect Manager's Report
Technical Reports #1-13

All publications are free.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,886,658	3,005,947	238,721		524,252	117,738
State Share of Retirement	716,028	576,330	36,112		87,312	16,274
Prof Service, Not By State	677,073	239,793	416,204		19,511	1,565
Com[illegible]ice, By State	1,832	1,582			250	
Other Prof Serv, By State	62,861	60,693	2,168			
Travel Expenses, In-State	252,632	130,139	101,084		21,247	162
Travel Expense, Out-State	15,603	11,764	972		2,259	608
Operation—State Vehicles	501,837	478,271	13,081		3,607	6,878
Utilities	145,679	130,715	10,008		1,851	3,105
Rents	121,789	114,518	4,443		2,840	—12
Repairs	71,060	55,904	6,147		247	8,762
Insurance	2,665	2,327	15		323	
General Operating Expense	10,155,931	1,791,576	4,991,842		3,370,896	1,617
Food	3,807	2,648	1,119		40	
Fuel	101,091	42,583	54,862			3,646
Other Supplies	240,245	153,474	27,914		17,492	41,365
Grants to Local Govts.	252,513	218,532			33,981	
Grants to Pub. & Priv. Orgs.	22,196				22,196	
Pensions	93,195	92,972	45		85	93
Buildings & Improvements	3,855	3,380				475
Equipment Purchases	517,795	376,691	14,404		126,230	470
Structures & Improvements	11,260	3,491	4,548		3,221	
Trans. to Gen.-Fund Sta-Cap	43,050		4,094		37,470	1,486
TOTAL EXPENDITURES	17,900,655	7,493,330	5,927,783		4,275,310	204,232

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: August 28, 1973 *Sunset Review Required by.* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 13 *Legislative Count:* 5

Organizational Units:
Administration & Cartography
Physical Geology Division
Hydrogeology Division
Marine Geology Division
Mining Operations Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Three divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. On September 14, 1979 it was transferred to the Department of Business Regulation.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

PROGRAM: The Maine Geological Survey continues to carry out the guidelines established by the Five-Year Program Plan developed in 1977. The principal program involves physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Physical Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay and other materials; and bedrock mapping interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This division is involved in cooperative and applied programs with the U.S. Geological Survey, and the Nuclear Regulatory Commission.

Hydrogeology Division. This Division inventories ground water conditions, with emphasis on ground water supply and prevention of ground water pollution. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow direction, yield and depth have been prepared, largely in the coastal region in cooperation with the Coastal Planning Division of the State Planning Office. Research into hydrology of peat deposits is in progress. This research is in part in cooperation with the Water Resources Branch of the U.S. Geological Department of Environmental Protection. The Division has also completed a gravel aquifer mapping task in southern Maine and the effort continues into eastern and northern Maine, as well as being involved in developing a management strategy for Maine ground water resources. A pilot bedrock aquifer mapping program has been initiated.

Mining Operations Division. Working with the Bureau of Public Lands, the Mining Operations Division is preparing an inventory of mineral resources on public land. Exploration activity on public land is increasing with the stimulus of new metais finds in Northern Maine.

The Mining Operations Division has administrative jurisdiction over prospecting and mineral development on lands owned or held in trust by the State of Maine, encompassing over 200,000 acres of public lands, and the littoral bottom to three miles, plus all lake bottoms. Operating through the law and procedures of the Bureau, such of these lands as are amenable to mineral activity may be claimed by private prospectors for exploration and development. All environmental concerns are viewed by representatives of the Department of Environmental Protection to ensure proper control of such activities. Minerals are present on State land, and within compatible limits, are being leased and exploited. Revenue from licenses and leases are used by the Bureau to administer the program.

The jurisdiction of the Bureau does not extend to mineral activities on private or federal lands, and persons interested in conducting exploration on such private or federal lands should seek permission directly from the land owner or appropriate management agent. Not all of the lands which the State owns or holds in trust are open for mineral exploration, since the title, trust or use status of these lands restrict them for specific purposes not consistent with mineral development. Any person wishing to enter State lands for commercial mineral prospecting purposes should inquire at the Maine Geological Survey to determine whether the lands of his interest are open to prospecting.

Operations of the Mining Operations Division may be divided into four categories, as follows:

Permit Processing. The Division handles all Prospector's Permits and Claim Recording Applications as an office routine. Licenses to mine and leases are subject to full Geological Survey review, including environmental overview. Minor permits are also handled routinely. All of this is done in the office of the Maine Geological Survey.

Recording. The Maine Geological Survey maintains an active file of all activity in mineral development on State land. These annual records have been maintained at the Maine State Archives or this office since 1957. Also, exploration and development programs on State land by private companies are reported to the Maine Geological Survey and filed at the office.

Field Research. The larger percentage of Division funds and effort is directed to field mapping and on-site inspection of mineral potential and activity. Division staff are "borrowed" for mapping inspection and publication of specific mineral information on State land.

Promotion. It is the obligation of the State Geologist, acting for both the Mining Operations Division and the Geological Survey, to initiate mineral development on both State land and other, to visit mining companies, to maintain active industry correspondence and to conduct field visits for industry representatives.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land
1. Prospectors' Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

PUBLICATIONS: Geologic reports and maps of a highly technical character continue to be published by the Bureau. Recently, the Bureau undertook the publication of numerous maps and reports by all of its divisions that are prepared specifically for the planner and layman.

Examples of these materials have been distributed to numerous planning groups and others. To handle the much increased load, a staff member has been assigned the specific task of coordinating the preparation and distribution of Bureau publications. These publications fall into four geological series: surficial, groundwater, bedrock, and marine which are economically and/or environmentally oriented.

Ten examples of these four types of publications are listed below. Please add the 5% state sales tax to the publication's purchase price when ordering.

Glacial Lake and Glacial Marine Clays of the Farmington Area, Maine, Origin and Possible Use as Lightweight Aggregate, by Dabney W. Caldwell; 6/1/59 Price:$.95

The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) Price: $1.25

Contributions to the Geology of Maine: Papers by A.J. Boucot, F.M. Beck, R.G. Doyle, Bradford Hall, Richard Gilman; September, 1966. Price: $.75

Stratigraphy of the Southern End of the Munsungun Anticlinorium, Maine, by Bradford A. Hall; 1970. Price: $5.00

History of Sedimentation in Montsweag Bay, by Detmar Schnitker; 1972. Price: $1.25

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971. Price: $2.85

Mineral Resources Reference Map, Portland-Bath Sheet, scale 1:250,000, by Robert G. Doyle; May 1, 1959. Price: $.50

Preliminary Geologic Map of Maine, scale 1:500,000, compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. Price: $3.00

Generalized Geologic Map of Maine, (8½" x 11" map sheet). Compiled by Arthur M. Hussey II; 1972. Price: $.25 for 1 to 99 copies; and $.20 per copy for 100 or more copies.

Bibliography of Maine Geology, 1672-1972, by Arthur M. Hussey II; June, 1974. Price: $4.50

The Maine Mining Law for State-owned Lands, July 1978 Price: $1.00

Ground Water Handbook for the State of Maine by W. Bradford Caswell; 1979 Price: $4.00

Surficial Geology Handbook for Coastal Maine, by Woodrow B. Thompson; 1979 Price $4.00

The Bureau has many more maps and publications; a complete list may be obtained upon request.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	147,903	87,882	1,160		58,861	
State Share of Retirement	24,691	14,971	218		9,502	
Prof Service, Not By State	155,319	22,200			133,119	
Computer Service, By State	1,244		26		1,218	
Other Prof Serv, By State	23				23	
Travel Expenses, In-State	13,071	305			12,766	
Travel Expense, Out-State	2,719	1,396			1,323	
Operation—State Vehicles	21,304	3,055			18,249	
Utilities	6,002	5,947			55	
Rents	30,111				30,111	
Repairs	269	259			10	
Insurance	12		12			
General Operating Expense	18,665	2,520	6,610		9,535	
Other Supplies	7,925	3,621	1,266		3,038	
Grants to Federal Govt.	121,075	111,075	10,000			
Grants to Pub. & Priv. Orgs.	7,810				7,810	
Equipment Purchases	13,490				13,490	
Trans. to Gen.-Fund Sta-Cap	31,614		1,291		30,323	
TOTAL EXPENDITURES	603,247	253,231	20,583		329,433	

MAINE LAND USE REGULATION COMMISSION

JEFFERY R. PIDOT, DIRECTOR

Incoming WATS Line: 1-800-452-8711

Central Office: AMHI—Harlow Building *Telephone:* 289-2631

Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683

Average Count—All Positions: 15 *Legislative Count:* 11

Organizational Units:
Development Review Division
Resource Analysis Division
Planning Division

PURPOSE: The Maine Land Use Regulation Commission was established to promote the health, safety and general welfare of the people of the State of Maine by planning for the proper use of resources and guiding land use activities to achieve this proper use. The primary responsibilities of the Commission are to determine the boundaries of areas within the unorganized areas of the State that fall into certain land use districts (zoning); to prepare land use standards for each district; to review applications for development in the unorganized areas of the State; and to prepare a comprehensive land use plan for these areas.

ORGANIZATION: The Maine Land Use Regulation Commission was established in 1969 as an independent agency. In 1973, under State Government reorganization legislation, the Commission was made a part of the Department of Conservation, created that year.

PROGRAM: Throughout FY 1980, the Commission reviewed and acted upon approximately 700 applications for buildings, subdivisions, developments and forestry operations. The Commission has developed a new and more vigorous enforcement and education program, with dissemination of the Commission's Land Use Handbook being utilized in public educational efforts. Copies of the Handbook are distributed to all permit applicants and many others involved in the forest industry. A full time staff member has been assigned to assist with the identification and resolution of problems in the field and to seek enforcement where necessary.

The Commission's Zoning Standards have been revised and clarified, and its permit application forms have undergone revisions in order to make them clearer to the public and more useful to the Commission in its review process.

The Commission has also initiated a review process for the Commission's Comprehensive Land Use Plan. This review is necessary in order to keep the document current with the needs of the State and its people. In addition, the Commission has continued its program of providing planning assistance to local communities that have indicated a desire to exercise land use controls at the local level. A model land use ordinance has been developed for such communities.

Furthermore, the Commission has embarked on another phase of the State's "208" Water Quality Program. This Program focuses on a further study of sedimentation problems associated with forestry practices.

An incoming WATS telephone line has been established as a service to those members of the public who are unable to travel to the Commission's office for assistance.

LICENSES, PERMITS, ETC.:

Permits:
- Building (Plantation and Unorganized Townships)
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension

PUBLICATIONS: The first copy of any publication is free to the public. The price listed after each publication is for each subsequent copy. A 5% State Sales Tax must be included with the fee when ordering additional copies.

Manual of Land Use Planning—1/76	$1.00
Building in the Wildlands of Maine—9/73	$2.00
Subdividing in the Wildlands of Maine—9/73	$2.00
Comprehensive Land Use Plan for the Plantations and Unorganized Townships of Maine—8/76	$2.00
Revised Statutes Annotated Title 12, Chapter 206-A	$1.00
Land Use Districts and Standards	$2.00
Land Use Handbook (Complete Set)	$10.00
Section 1, Your Land	$2.00
Section 2, Maine Land Use Laws	$2.00
Section 3, Maine Land Use Regulation Commission	$2.00
Section 4, How to Apply for a L.U.R.C. Building Permit	$2.00
Section 5, Design Ideas	$2.00
Section 6, Erosion Control on Logging Jobs	$2.00
Section 6, Erosion Control on Logging Jobs (French Version)	$2.00

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	198,082	197,679			403	
State Share of Retirement	32,472	32,413			59	
Prof Service, Not By State	14,545	14,545				
Computer Service, By State	600	600				
Other Prof Serv, By State	1,356	1,356				
Travel Expenses, In-State	9,977	9,977				
Travel Expense, Out-State	422	422				
Operation—State Vehicles	1,039	1,039				
Utilities	11,780	11,780				
Rents	16,717	16,717				
Repairs	1,524	1,496			28	
General Operating Expense	35,341	35,216			125	
Food	30	30				
Other Supplies	10,815	10,766			49	
Equipment Purchases	5,304	5,304				
TOTAL EXPENDITURES	340,004	339,340			664	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #19, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 231 *Legislative Count:* 45.5

Organizational Units:
Division of Acquisition and Development
Division of Operations and Maintenance
Community Recreation Division
Snowmobile Division
Division of Federal Aid
Division of Planning and Research
Allagash Wilderness Waterway

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The Bureau provides administrative assistance to the Maine Trails System Advisory Committee (created in 1973).

PROGRAM:

Division of Acquisition and Development. Negotiations were completed with the owner for purchase and with the Appalachian Mountain Club for management of 47 acres on the Saco River in Fryeburg for a canoe access campground. Seven acres on Big Wood Pond in Jackman were leased to the town for management.

A new park at Ferry Beach in Saco, including parking for 120 cars, was esentially completed. Facilities for group use at Sebago Lake State Park were substantially improved. Grants to local communities and others provided for completion of new or improved boat access sites at: Graham Lake, Ellsworth; Sand Pond, Baldwin; Ambajejus Lake, T1R9; Buker Pond, Litchfield; Northern Bay, Penobscot; Rangeley Lake, Rangeley; and Lake Auburn, Auburn.

Division of Operations and Maintenance. Over the past fiscal year this division has operated 28 State Parks with a public use of 235,898 visitor nights at 12 camping areas; a public use of 1,427,577 visits to day use areas; public use of 265,853 visits to memorials and 47,050 visitor days in the Allagash Wilderness Waterway. In addition, the Bureau maintains 50 boat launching sites and Songo Lock.

Surveillance was given to 52 undeveloped properties; 12 conservation easements and 56 town operated, state-owned parks and launching sites were also monitored. Marking of hazards to navigation in Maine lakes and issuing buoying permits are additional duties carried out by the division.

The operation and maintenance of these areas was carried out by 24 year round employees and 329 seasonal employees.

Division of Community Recreation. Sixty-three communities received financial assistance from the Municipal Recreation Fund. The activity of this division has been limited to the administration of these grants due to the vacancy in the Coordinator's position.

Snowmobile Division. The division continued its close working relationship with 283 snowmobile clubs providing them with assistance in the areas of membership, trail planning and development, as well as winter grooming.

During the past fiscal year, the Division processed 167 club grooming grant applications, approving 165; approved 37 municipal grant applications involving 41 municipalities; and made grants to three individuals to groom approximately 50 miles of heavily used trail in unorganized areas of the state. Trail preparation through grant program covered approximately 7,243 miles. In addition to our involvement in the grant program, the Division continued to administer five major snowmobile trail systems and several small areas within the State Park system.

Work continued on the implementation of the Northern Maine Trail Plan with completion expected by June of 1981. Additionally, the inventory and designation undertaken for the remainder of the State, through a grant to the Maine Snowmobile Association, was completed. The target date for completion of the implementation of the recommendations of that plan is June 1982.

A Division representative served as co-chairperson of the International Association of Snowmobile Administrators during the past year.

Division of Federal Aid. During Fiscal Year 1980 this division secured approval of 35 projects involving $1,575,685 in federal funds from the Land and Water Conservation Fund. There was one State-sponsored project for $1,800 and 34 municipally sponsored projects for $1,573,885. These figures represent 50% of project costs.

Also, 15 projects were amended to increase the Federal participation by $219,047.

Division of Planning and Research. During the past fiscal year, this division was primarily involved in special studies, including the completion of an economic impact study of three day-use State parks, the completion of a survey of Allagash Lake users, and the publication of two technical bulletins for public distribution.

Ongoing projects include the continuation of contracts with Regional Planning Commissions to conduct inventories of public and private outdoor recreation areas and to conduct local analyses of need; work on the updated State Trails Report; and the planning concept for the Bigelow Preserve.

New studies initiated include an inventory of the recreation potentials and qualities of Maine Rivers (endorsed by the Land and Water Resources Council), and examination of the recreation potential of potential small hydroelectric sites, and the preparation of forest cutting guidelines for the one-mile zone of the Allagash.

Historic Sites. Public use recorded for State Historic Memorials during 1979 totaled 265,853 visits; a decrease in visitation of 17,232 over 1978.

Structural repairs were made on the following State Memorials: Fort McClary in Kittery, Fort Knox in Prospect, Fort William Henry in Bristol, The General Knox Mansion in Thomaston, and on Eagle Island in Casco Bay. Funds for these projects came from an Economic Development Administration block grant, the State's General Fund Repair Account and grants from the National Register of Historic Places.

Phase II of an archaeological project in the Quadrangle of the 1692 Fort William Henry at Colonial Pemaquid in Bristol was initiated. This project costing $20,000 is being funded through a National Register of Historic Places grant of $10,000, matched by State Bond Issue funds. Completion of this Phase II project is scheduled for the fall of 1980.

Repair work has consumed much of this Division's effort in FY-80. Plans for the long range development of Colonial Pemaquid as a major Historic Memorial have been formulated and presented for review and comment. The program of repair work, fast bringing existing State Memorials into proper structural condition, is due to be completed by late fall. The major goals of this Division are to proceed with an updated interpretive program, and to start the Colonial Pemaquid developments.

LICENSES, PERMITS, ETC.:

Permit:

Placement of Buoys in State Waters

PUBLICATIONS:

1. Maine State Parks
2. Maine Historic Memorial
3. The Allagash Wilderness Waterway
4. Rules & Regulations for State Parks and Memorials
5. Rules & Regulations for the Allagash Waterway

All publications available at no charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,895,131	1,648,678	239,583		6,870	
State Share of Retirement	309,488	266,799	41,707		982	
Prof Service, Not By State	22,922	13,165	8,033		1,724	
Computer Service, By State	916	916				
Other Prof Serv, By State	546	354	192			
Travel Expenses, In-State	9,595	3,452	5,777		366	
Travel Expense, Out-State	1,724	993	731			
Operation—State Vehicles	115,049	79,565	35,484			
Utilities	58,414	53,858	4,520		36	
Rents	707	477	230			
Repairs	51,876	9,085	29,055		13,736	
Insurance	1,633	40	1,593			
General Operating Expense	26,764	20,730	6,034			
Food	1,587	1,543	44			
Fuel	1,991	1,587	404			
Other Supplies	105,911	53,231	52,670		10	
Highway Materials	683		683			
Grants to Local Govts.	153,655	94,022	59,633			
Grants to Pub. & Priv. Orgs.	64,360		49,622		14,738	
Pensions	15,767	15,071	696			
Buildings & Improvements	970		970			
Equipment Purchases	219,475	190,989	28,486			
Structures & Improvements	11,407	394	11,013			
Trans. to Gen.-Fund Sta-Cap	9,517		10,254		—737	
TOTAL EXPENDITURES	3,080,088	2,454,949	587,414		37,725	

BUREAU OF PUBLIC LANDS

LLOYD C. IRLAND, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 15 *Legislative Count:* 0

Organizational Units:
Operations Planning Financial Management

PURPOSE: The Bureau of Public Lands was established to bring more attentive, rational and businesslike management to the public lands of the State of Maine. It has two immediate, operational objectives: the first is to assert on behalf of the State the rights to which the public may be entitled by virtue of the State's simultaneous tenancy relationship with private parties or outright State ownership of public lots in townships where the lots are either unlocated or located. Through a series of land trades and sales, and through acquisition by gift, or other means, the Bureau attempts to recover full and unencumbered title to Maine's public reserved land and to consolidate the public reserved lands into large contiguous parcels so that they may be more efficiently and effectively managed for the benefit of the public. To date, the Bureau has recovered full control of acres through trades and donations, bringing the total area under its management to more than 250,000 acres.

The second operational objective is to manage the lands within the Bureau's jurisdiction. This is accomplished under the principles of multiple use in order to produce a sustained yield of goods and services while utilizing both prudent business practices and sound planning.

Specifically, the Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility of the Coastal Island Registry.

ORGANIZATION: The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in inland and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is divided into three Divisions: Operations, Planning, and Financial Management. The Operations Division is responsible for all land management functions, including timber sales, lot line maintenance, inventory, management planning, agricultural land leasing, and recreational developments. Operations staff also assist in land trade negotiations and related functions. The Planning Division coordinates the research, preparation, and review of management plans, provides staff support for land trades, and handles the Coastal Island Registry. It also assists in information and education work. The Financial Management Division handles the submerged lands program, the camplot program, stumpage accounting, and general purchasing, personnel, financial and budget administration.

PROGRAM: In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

Recovery of Timber and Grass Rights. On public reserved lands, the Bureau is attempting to recover timber and grass rights while simultaneously attempting to assemble these lands into larger tracts. This project is taking place through lengthy and detailed negotiations with various private land owners. Each trade must be individually approved by the Legislature.

Multiple Use Land Management. The Bureau has undertaken the creation of a first-class multiple use land management enterprise. A revised planning policy has been adapted to guide the management planning process. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources. The Bureau has prepared management plans for about 20,000 acres of land, and will complete plans for all of its forest lands by 1985. At that time a new cycle of updated inventory and management plans will begin. Establishment of this expanded planning process is being assisted by a U.S. Forest Service IPA employee on loan to the Bureau. All lands owned will be under management plans by 1985.

Forest Resources Inventory. The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data. The first inventory cycle will be complete by 1985.

Submerged Lands. The Bureau of Public Lands statutorily holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection. The purpose of these administrative procedures is to provide environmental permit applicants with conveyances necessary to provide them with sufficient title for their applications to be processed.

Agricultural Management Plans. Management Plans for agricultural parcels under the Bureau's jurisdiction are being completed. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by lessees.

Camp Lease Program. The Bureau has administrative responsibility for 50 camp lot leases on public lands. A five-year moratorium on new leases was established in 1974. However, the Bureau has continued to renew existing leases. A new lease has been introduced which provides a more reasonable return to the people of Maine and better protects the resources of the public land.

The camp lease records have been computerized, and a price increase will be adopted for the 1981 billing. A full review of camplot policy is underway.

Forest Products Harvesting. The Bureau conducts an ongoing series of timber sales. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife. The timber sale program provides the bulk of the Bureau's revenue. To improve sale administration and planning in Northern Maine, the Bureau established a Regional Office in Ashland in 1979.

LICENSES, PERMITS, ETC.:

Permits:
- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

Management plans for specific parcels, as available. $1 per copy
Map of the Public Reserve Lands, $1.50 per copy

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	229,803		229,803			
State Share of Retirement	40,011		40,011			
Prof Service, Not By State	34,235		32,111		2,124	
Computer Service, By State	3,490		3,490			
Other Prof Serv, By State	1,349		1,349			
Travel Expenses, In-State	5,535		5,535			
Travel Expense, Out-State	1,299		1,299			
Operation—State Vehicles	21,369		21,369			
Utilities	8,675		8,675			
Rents	2,548		2,548			
Repairs	5,556		5,556			
Insurance	67		67			
General Operating Expense	10,814		10,814			
Food	4,257		4,257			
Fuel	42		42			
Other Supplies	15,115		15,115			
Misc. Grants to Individual	1,007		1,007			
Pensions	193		193			
Buildings & Improvements	3,368		3,368			
Equipment Purchases	52,660		52,660			
Equipment Construction	1,541		1,541			
Trans. to Gen.-Fund Sta-Cap	5,275		5,235		40	
TOTAL EXPENDITURES	448,209		446,045		2,164	

KEEP MAINE SCENIC COMMITTEE

JANE FROST, COORDINATOR

Central Office: AMHI—Harlow Building; *Floor:* 3 *Telephone:* 289-2212
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk yards, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department makes full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: A full-time coordinator and a secretary-film librarian conduct the day-to-day operations of the program which is a part of the Department's Information and Education activities. The eleven Committee members are appointed by the Commissioner of Conservation for three year terms.

PROGRAM: The Committee's program has three main focuses.

Education. Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags, litter bag hangers and printed material. A free loan library of slides and color films had 805 separate showings and 24,150 viewers. Most of these viewers were Maine school students. Educational materials for Maine school children were revised and expanded. A teaching kit on litter, solid waste and the use of resources in Maine was written and published for children in the 4th, 5th and 6th grades. Teachers requested 2,200 copies of the kit. A survey was made at the end of the school year for student and teacher reaction to the kit. Numerous requests for information on litter, outdoor advertising laws and community improvement projects were filled. The Committee collaborated with the University of Maine's College of Education to write and publish a guide to the educational and scenic resources of the Maine coast.

Promotion. The Sears, Roebuck/Keep Maine Scenic Community Award program was revised and the town of Orrington was the 1980 recipient. Both auto and wilderness camping litter bags were redesigned and widely disseminated through state agencies and private organizations.

A spring community clean-up program was organized and resulted in litter clean-up and community improvement projects in most Maine towns. Public service newspaper ads are used regularly. The Carry In-Carry Out program for litter control in Maine's backcountry was widely promoted with a poster, litter bags and a recreational equipment sticker.

Research. A one-year survey of roadside litter was reinstituted to determine the chief components of litter two and one half years after the bottle law's passage. The effects of several proposed changes to Maine's returnable bottle law were researched and presented at public hearings held by the Business Legislation Committee.

The litter laws and enforcement programs of other states and Western European countries were researched for ideas applicable in Maine.

PUBLICATIONS:

The Maine Litter Control Act
Visual Pollution—film catalog
Model Municipal Sign Ordinance
Anti-Litter Posters
Litter Barrel Labels
Carry In-Carry Out decal
Litter Bags
Classroom Kit on Litter and Waste

All publications are available at no charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	25,597	24,995	602			
State Share of Retirement	4,513	4,425	88			
Prof Service, Not By State	2,097	2,097				
Other Prof Serv, By State	147	147				
Travel Expenses, In-State	838	796	42			
Operation—State Vehicles	34		34			
Utilities	346	46	300			
Repairs	50	50				
Insurance	200	200				
General Operating Expense	8,969	3,684	5,285			
Other Supplies	1,297	811	486			
Equipment Purchases	205		205			
Trans. to Gen.-Fund Sta-Cap	40		40			
TOTAL EXPENDITURES	44,333	37,251	7,082			

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office: AMHI—Harlow Building *Telephone:* 289-3821
Mail Address: Statehouse Sta. #19, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 065; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

ROBIE M. LISCOMB, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Council was appointed by the Governor and activated early in 1977. The Council met twice during FY 80 and discussed the Maine Consumer Credit Code and proposed legislation. Effective promotion of consumer education was also a primary area of discussion for the Council.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Protection.

MAINE CORRECTIONAL ADVISORY COMMISSION

STEPHEN DUBORD, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34 M.R.S.A., Sect. 525A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the commissioner and to the Director of the Bureau of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the commissioner on December 31st of each year. The commission shall meet as often as necessary at the discretion of its chairman, and shall adopt its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission, composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Mental Health and Corrections as required by statute.

PUBLICATIONS:

Annual Report issued 12/31/75 (paid for by Paula Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)
Annual Report issued 12/17/79

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acted upon requests submitted by county offices to destroy specified records having no permanent value. The Maine State Archives has continued to provide technical assistance and cleaning and fumigation services for counties; and in cooperation with the Board is providing emergency records storage to county officers as well as security microfilm storage. County officers attended ongoing workshops conducted by the Maine State Archives on document restoration.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1980: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN
MICHAEL SAUCIER, Staff Attorney Department of Attorney General

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2146
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333
Established: May 1, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 139; *Citation:* 17A M.R.S.A., Sect. 1351
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Criminal Law Advisory Commission was established for the purpose of conducting a continuing study of the criminal law of Maine. Additionally, the Commission must propose to the Legislature, at the start of each session, such changes in the criminal laws and in related provisions as the Commission may deem appropriate. The Commission may also make recommendations to the Judicial Council, the Advisory Committee on Criminal Rules and to any other organization or committee whose affairs pertain to the criminal justice system. Effective July 6, 1978, the Legislature amended the Criminal Law Advisory Commission statute to require the Commission to evaluate the operation of the Maine Juvenile Code and to recommend amendments based upon its evaluation.

ORGANIZATION: The Commission is composed of 9 members to be appointed by the Attorney General. The members are qualified by reason of their experience in the prosecution or defense of criminal cases or by reason of their knowledge of the criminal law. At least two members shall be qualified by reason of their knowledge of juvenile law. Members of the Commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

The Senate and House chairmen of the Judiciary Committee, or their designees, serve as consultants to the Commission. The Chief Justice of the Supreme Judicial Court appoints 4 consultants to the Commission, at least one of whom shall be an active member of the Superior Court and at least one of whom shall be an active member of the District Court. Whenever it deems it appropriate, the Commission shall seek the advice of experts, including representatives of the executive departments, in fields related to its duties.

PROGRAM: The Commission's major activity during the fiscal year was the drafting of amendments to Maine's Criminal Code and the Maine Juvenile Code. These amendments were submitted to, and adopted by, the Legislature. They were included in Chapters 681 and 701 of the Public Laws of 1979. The Commission also reviewed the legislative documents relevant to the criminal laws and made recommendations, including suggested language changes, to the appropriate legislative committees.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $17,324.12 in FY 80 and are, by administrative decision, included with those of the Department of Attorney General.

MAINE CRITICAL AREAS ADVISORY BOARD

BETTY BROWN, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: 189 State Street, Augusta *Telephone:* 289-3154
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs. A specific function that the Critical Areas Advisory Board performs is deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, scientific, or historic values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: During FY 80, the Critical Areas Advisory Board met four times. Five planning reports were delivered to the Board. These reports provided the justification to evaluate areas for registration as critical areas. On the basis of these reports and specific evaluations, 47 areas were selected for inclusion on the Register. In addition to the registration activities, the Board and State Planning Office worked with other agencies, private conservation organizations, and landowners to conserve the value of critical areas by properly managing the areas.

The Critical Areas Program initiated contracted work on five subjects which will result in three planning reports during the coming year. At the conclusion of the fiscal year there were a total of 318 areas on the Register of Critical Areas.

General brochures on orchids, eider docks, wading birds, and terns were prepared.

In addition educational brochures were published on several topics investigated by the Critical Areas Program. These include a brochure on "Flowering Ground Plants of the Northern Forests" prepared for the Baxter Park Authority.

The program was reviewed by the Performance Audit Committee during 1980. As a result several changes were made in the Critical Areas Act to clarify its purpose and simplify procedures.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers and Least Terns
Panax quinquefolius
Small Whorled Pogonia
Ram's-head Lady's Slipper
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas

Wading Birds
Widers
Horsehoe Crab
Mountains
Mountain-laurel
Sassafras
Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Tupelo
Coastal York County Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak
Bog Elfin

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Alcids
Leach's Storm Petrel
Oysters
Mountain laurel
Eider Docks
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $26,000 in FY 80 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

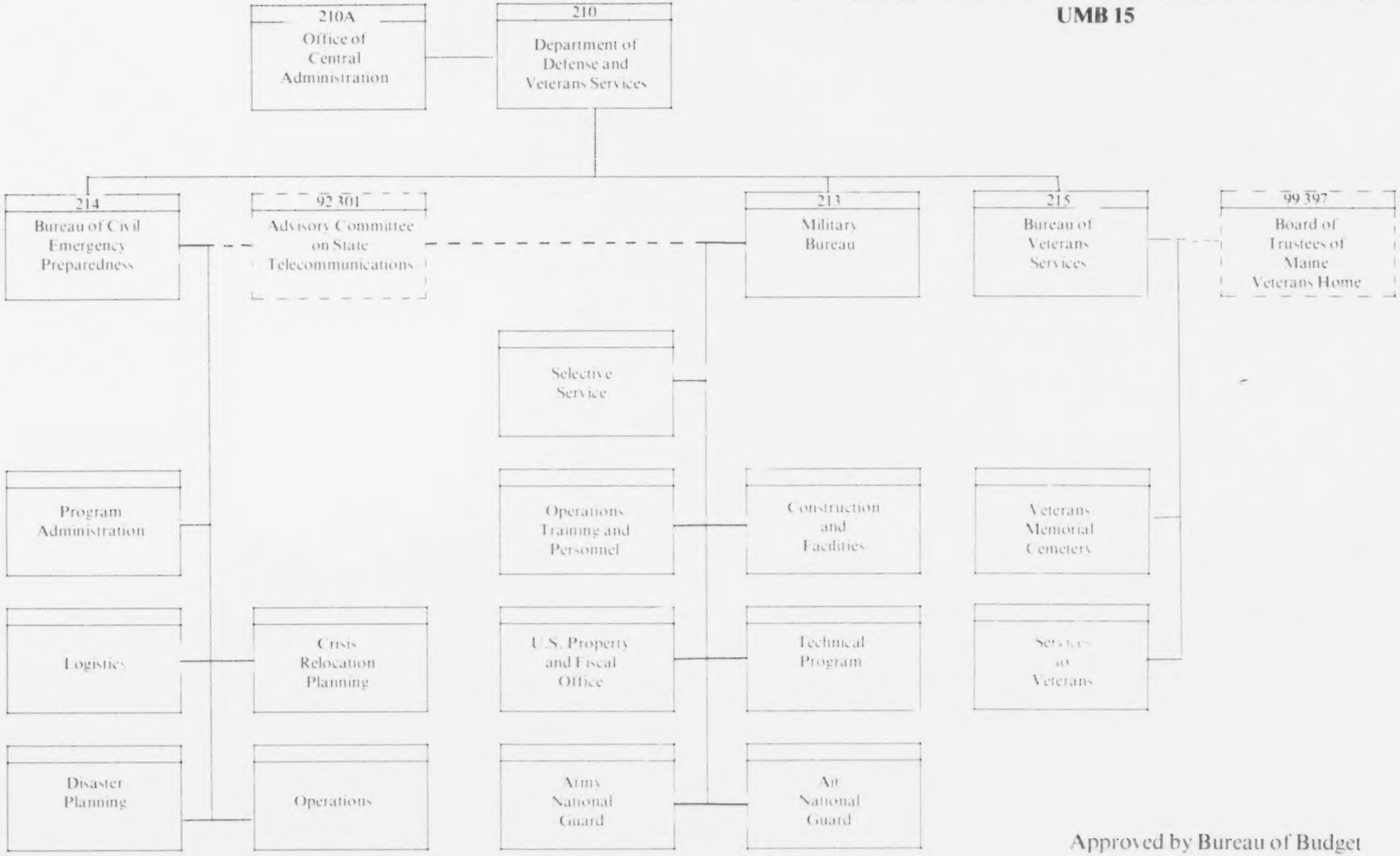
Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37A M.R.S.A. Sect. 1
Average Count-All Positions: 131 State, 553 Federal
Legislative Count: 136 State, 618 Federal

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Maine Veterans Memorial Cemetery
Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS SERVICES
UMB 15


210A
Office of Central Administration
210
Department of Defense and Veterans Services
214
Bureau of Civil Emergency Preparedness
92 301
Advisory Committee on State Telecommunications
213
Military Bureau
215
Bureau of Veterans Services
99 397
Board of Trustees of Maine Veterans Home
Selective Service
Program Administration
Operations Training and Personnel
Construction and Facilities
Veterans Memorial Cemetery
Logistics
Crisis Relocation Planning
U.S. Property and Fiscal Office
Technical Program
Services to Veterans
Disaster Planning
Operations
Army National Guard
Air National Guard

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,648,931	1,493,675			155,256	
State Share of Retirement	290,091	262,845			27,246	
Prof Service, Not By State	49,423	45,525			3,898	
Other Prof Serv, By State	20	20				
Travel Expenses, In-State	17,092	15,110			1,982	
Travel Expense, Out-State	5,246	2,176			3,070	
Operation—State Vehicles	51,485	48,350			3,135	
Utilities	267,636	249,121			18,515	
Rents	9,258	8,996			262	
Repairs	162,594	155,538			7,056	
Insurance	1,887	1,887				
General Operating Expense	39,589	24,473			15,116	
Food	694	405			289	
Fuel	414,333	414,333				
Other Supplies	39,162	31,952			7,210	
Grants to Local Govts.	831,779				831,779	
Public Assistance Grants	355,390	355,390				
Misc. Grants to Individual	82,871	82,871				
Pensions	48,249	28,918			19,331	
Buildings & Improvements	27,619	27,619				
Equipment Purchases	46,820	40,790			6,030	
Structures & Improvements	11,600	11,600				
Trans. to Gen.-Fund Sta-Cap	51,783				51,783	
TOTAL EXPENDITURES	4,453,552	3,301,594			1,151,958	

Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105,919	105,919				
State Share of Retirement	18,208	18,208				
Prof Service, Not By State	105	105				
Travel Expenses, In-State	378	378				
Repairs	149,715	149,715				
General Operating Expense	259	259				
Food	8	8				
Other Supplies	109	109				
Buildings & Improvements	27,619	27,619				
Structures & Improvements	11,600	11,600				
TOTAL EXPENDITURES	313,920	313,920				

CIVIL EMERGENCY PREPAREDNESS COUNCIL

LESLIE B. HIGGINS, ACTING DIRECTOR

Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 217; *Citation:* 37A M.R.S.A., Sect. 56
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

LIONEL A. COTE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 622-6201
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333
Established: 1949 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37 M.R.S.A. Sect. 54
Average Count-All Positions: 19 *Legislative Count:* 14

Organizational Units:
- Administrative Section
- Communications Section
- Disaster Assistance
- Operations Section
- Logistics Section
- Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing emergency operating centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or recind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The Civil Defense Council was abolished in July of 1980 by Public Law 970.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency allocated to the entire State of Maine $461,800 for Personnel and Administrative Services (P&A). Of this amount $327,525 was for County and Local operations with the balance for the State Headquarters. There are 16 county headquarters and 90 locals actively participating in the P&A Program. Funding for all entities concerned is on a matching funds basis of 50% federal funds and 50% local funds.

Equipment such as radios, warning equipment and furniture can also be purchased for CEP purposes on a matching funds basis. Maintenance of the communications and warning systems is also included and was funded in FY-80 when federal funds are available. During FY-80 there were no funds available for this purpose.

Direction and Control. Direction and Control is maintained through the State of Maine Emergency Operating Center to the 16 County Centers and from them to their locals within their County boundaries. These emergency operating centers are to furnish key state or local government officials with secure facilities, adequate control and communications capabilities for coordination of emergency governmental actions.

Emergency Communications. Emergency communications networks link the State Emergency Operating Center (EOC) with various public and private sectors.

Through its Local Government Radio System (LGRS), MECEP maintains communications with the sixteen (16) county CEP and four local Emergency Operating Centers. A microwave relay system provides remote control of two of the four base stations MECEP controls from Augusta for this purpose. The system includes 120 mobile and portable radios for field communications.

The MECEP teletypewriter system supplements the LGRS and provides "hard copy" capability between the state and county EOCs.

Remote control consoles provide access points into the communications systems of other state agencies, including the State Police, Department of Transportation, and the Department of Conservation, giving agency liaison personnel assigned to the State EOC direct access to their respective communications networks.

An Emergency Broadcast System studio establishes a point of contact for the EOC with the various AM and FM broadcast stations in Maine associated with the Emergency Broadcast System, providing facilities for disseminating warnings, and informational bulletins from the EOC. Additional access to the public sector is gained through the use of the Amateur Radio Service (RACES) program in two meter and high frequency bands.

A weather loop teletypewriter in the State EOC, as well as MECEP LGRS base station located in the National Weather Service forecast office in Portland, Maine provide communications with that facility.

Radio, teletypewriters and dedicated telephone lines are utilized to link the State EOC with the regional headquarters in Massachusetts.

The communications section installs, maintains and engineers the development of MECEP's various communications systems, reviews the Emergency Communications Development Plans of all county and local CEP agencies in the state, and provides training for the operators of MECEP's communications equipment disseminated throughout the state.

Disaster Assistance. As a result of the Presidential Disaster Declaration of February 17, 1978 which involved Cumberland, Lincoln, Washington and York Counties, to date, a total of $2,000,829.70 has been reimbursed to the towns, by the Federal Disaster Assistance Administration (FDAA), as final payments for public damages incurred. Payments were made as follows:

Applicant	*Total PA*	*Applicant*	*Total PA*
M.D.O.T. (State)	$155,906.95	Yarmouth (CD)	$ 15,917.00
Portland (CD)	339,653.39	Boothbay Harbor (LN)	3,779.00
Boothbay (LN)	112,754.81	Bristol (LN)	13,173.00

Monhegan (LN)	101,687.35	Capitol Island (LN)	6,935.00
Biddeford (YK)	195,728.48	Damariscotta (LN)	4,400.00
Kennebunk (YK)	164,891.27	South Bristol (LN)	4,733.00
Kennebunkport (YK)	83,366.35	Southport (LN)	24,824.00
Ogunquit (YK)	134,067.94	Squirrel Island (LN)	24,999.00
Old Orchard Beach (YK)	146,315.09	Westport (LN)	5,838.00
Saco (YK)	146,916.22	Dennysville (WN)	2,562.00
Wells (YK)	68,744.04	Eastport (WN)	3,098.00
York, town of (YK)	91,400.85	Jonesport (WN)	13,375.00
Marine Resources (State)	11,528.00	Lubec (WN)	2,666.00
Cumberland, town of (CD)	24,724.00	Machias (WN)	16,898.00
Harpswell (CD)	4,258.00	Steuben (WN)	9,817.00
Portland Water Dist. (CD)	19,887.00	Wesley (WN)	3,000.00
Scarborough (CD)	18,234.00	Kittery (YK)	23,038.00
South Portland (CD)	1,710.00		
		GRAND TOTAL	$2,006,829.70

National Warning System (NAWAS). This valuable network was maintained in a high state of readiness throughout the year. It is utilized for emergency data dissemination to all counties in Maine and selected law enforcement agencies. Typical data disseminated this year were: Severe thunderstorm information/warnings, and special winter storm information/warnings. Additionally, continued bi-weekly tests and Checkerboard Exercises were conducted to ensure continued reliability of the system and to train CEP personnel in system capabilities and usage.

Plans: Within the CEP community, State, County and Local governments are required to develop and maintain a current Emergency Operations Plan (EOP) for response to major emergencies or disasters. All these emergency operations plans must be reviewed by the Plans & Training Section to ensure that federal guidelines have been incorporated at the county and local level. EOP's must be updated every four years in accordance with federal requirements: the Emergency Communications Development Plan (ECDP) and Warning Plans must be reviewed and updated every two years. Currently this section has on file three hundred and thirty eight (338) EOP's. During FY-80, fifty nine (59) EOP's were initiated or revised. Two county EOP's were revised in draft form and initial rewriting of two others were undertaken for completion in FY-81. The Maine State EOP was also revised in draft and will be published in final form during the first quarter FY-81. Assistance was also provided to several hospitals and schools in the development of emergency plans.

Training: The primary purpose of the Plans & Training Section is to provide procedural expertise to County and Local Community Officials in contingency planning and personnel training to increase the professionalism of county and local officials in coping with emergencies resulting from nuclear attack, manmade or natural disasters. During FY-80, this section conducted nineteen training sessions involving over 325 State, County and local officials. This section also coordinated the attendance of 30 students at training courses conducted by the Nuclear Regulatory Commission at locations out of state. In addition, fifty two students were enrolled in home study courses for CEP Directors or staff members. This section also administers the distribution of films from the MECEP film library to school, private organizations and volunteer activities.

Radiological Defense. Radiological preparedness was/is a vital part of emergency planning for citizens near the Maine Yankee Nuclear Plant; as well as for citizens throughout Maine for war related radiation.

The Radiological Maintenance and Calibration Section (M&C) assisting in Peacetime nuclear preparedness, placed 25 special radiation detection kits in the nuclear plant area, for use by trained citizens and the State Health Engineering Department.

Radiological Kit exchange by the M&C Section (100% Federally funded) continued throughout the state with 884 kits of instruments handled, 493 were fully serviced or exchanged.

The Radiological Defense Officer and the Maintenance and Calibration Officer in concert with County CEP Directors instructed radiological monitor training (RAMONT) for 305 police, fire, rescue personnel and citizen volunteers throughout the state. Special emphasis was placed on training near the Nuclear Plant.

A continuous program of education and instruction in radiation protection is provided for citizen volunteers. These volunteers will be the backbone of radiation detection in war related or peacetime nuclear events.

Maine Yankee Radiological Incident Plan. Due to legislation promulgated by the 109th Legislature (L.D. 449) the responsibility for developing the Radiological Incident Plan for the Maine Yankee Atomic Power Plant at Wiscasset was transferred from the Maine State Police to the Maine Bureau of Civil Emergency Preparedness (MECEP). This important planning effort included the involvement of 45 to 60 state, county, federal and local agencies who met on a weekly basis for several months. On December 31, 1979 a "rough draft" of the plan was submitted to the Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA) for evaluation. All 20 towns located within the 10 mile radius of the plant were provided a copy of the State's masterplan and were provided assistance in developing local plans. In March and May of 1980—three public meetings were held in Wiscasset allowing area residents to become familiar with the plan, make any recommendations and express any concerns. On March 27 FEMA evaluated the plan and cited areas for correction to allow the state to comply with a new federal regulation 0654 which was introduced in January 1980.

During May and June MECEP worked closely with Maine Yankee personnel and developed a warning system for the ten mile radius around Maine Yankee which is presently under consideration by FEMA and the NRC.

The Bureau's goal of completing the Radiological Incident Plan for the Maine Yankee Atomic Power Plant is October, 1980 and it appears at this time that this goal may be reached.

Natural Disaster. The ongoing process of updating the State of Maine Natural Disaster Plan and the State Resource File has been carried on, as has the training of the Disaster Liaison Team. The Natural Disaster Officer is working with individual bureaus within State agencies to assure that they have detailed Standard Operating Procedures to spell out their response functions in time of disaster. The Department of Human Services has submitted a draft Disaster Plan to be used as an overall operations plan under which the Standard Operating Procedures of the bureaus within the department will function.

The concept of comprehensive emergency planning is being developed, and the Natural Disaster Officer participated in the writing of a detailed evacuation and shelter plan involving a peacetime nuclear incident that will also be appropriate for use in any emergency situation.

An improvement grant providing for continuing Natural Disaster Planning program management through May 31, 1981 has been approved by the Federal Emergency Management Agency. Proposed projects included in this program call for workshops on emergency planning, State disaster response and recovery, hazard mitigation, and shelter management.

Nuclear Civil Protection. Survival of the greatest number of people in the event of nuclear attack is the goal of "Nuclear Civil Protection (NCP) Planning." This Federal Emergency Management Agency (FEMA) Program is directed toward providing decision making officials and the President with two basic protective options for the American public: 1. In-Place Shelter—protecting people essentially in-place, at or near their place of residence; and/or 2. Crisis Relocation—The orderly relocation of people, in time of international crisis, from areas of potentially high risk from the direct effects of nuclear weapons to low risk host areas including their reception, care, and protection in the host area.

MECEP through a contract with FEMA has two planners working full time on the Nuclear Civil Protection Program in Maine with the assistance of State and County Civil Emergency Preparedness Staff. FEMA has identified 7 areas in Maine that may be potential targets for an aggressor in a Nuclear Attack. These potentials target areas are classified into 3 priority categories:

Category I —	Locations of strategic offensive military forces: Limestone, Aroostook County Kittery, York County
Category II —	Locations of high value military installations: Cutler, Washington County Brunswick, Cumberland County Bath, Sagadahoc County
Category III —	Locations of urban/industrial complexes Portland, Cumberland County Bangor, Penobscot County Lewiston-Auburn, Androscoggin County

In-Place Shelter Planning. Updating of existing shelter capability has placed the requirement of the MECEP NCP Planners and Maine State and County staffs to develop new shelter operations plans and emergency public information to provide direction and information the public must know "Where to go" and "What to do". As the local shelter posture changes, local plans must reflect that change. Planning for this option is based on limited warning of a nuclear attack and is designed to cover any of the three (3) categories of threat:

Direct Weapons Effects in Risk Areas—Blast, Heat, Direct Radiation.

Direct Weapons Effects in Fringe Areas—Fire Moderate, Direct Radiation, Light Blast.

In-Direct Weapons Effects in Non-target Low Risk Areas—Radioactive Fallout.

Action occurring in the area is based on recommendations made as a result of a nuclear attack. Emphasis is based on best available shelter at or near ones location when receiving the warning. By virtue of the fact that Maine is very much rural, upgrading home basement shelter is of first priority and public shelter second priority. Currently MECEP is completing In-Place Shelter Planning for Washington, Cumberland, Sagadahoc, Lincoln, Knox and Aroostook Counties.

Crisis Relocation Planning. Crisis Relocation Planning (CRP) is a national effort to develop plans (and related systems and capabilities) to relocate people from potential target areas during an increased readiness period that could escalate to a nuclear attack. MECEP has completed the planning in the Washington County Area to the extent that a tabletop exercise was satisfactorily conducted in May of 1980. Present planning calls for completion of the planning of the Bath-Brunswick and Risk Areas during fiscal year 1981.

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
Q&A—National Flood Insurance Program
Protection in the Nuclear Age
In Time of Emergency
Introduction to Civil Preparedness
Home Shelter
Home Fallout Shelter

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	246,071	90,815			155,256	
State Share of Retirement	43,080	15,834			27,246	
Prof Service, Not By State	6,138	2,240			3,898	
Travel Expenses, In-State	2,695	713			1,982	
Travel Expense, Out-State	4,357	1,287			3,070	
Operation—State Vehicles	6,772	3,637			3,135	
Utilities	37,077	18,562			18,515	
Rents	1,262	1,000			262	
Repairs	8,993	1,937			7,056	
Insurance	32	32				
General Operating Expense	16,297	1,181			15,116	
Food	585	296			289	
Other Supplies	8,752	1,542			7,210	
Grants to Local Govts.	831,779				831,779	
Pensions	19,331				19,331	
Equipment Purchases	10,115	4,085			6,030	
Trans. to Gen.-Fund Sta-Cap	51,783				51,783	
TOTAL EXPENDITURES	1,295,119	143,161			1,151,958	

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1980
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37A M.R.S.A., Sect. 1
Average Count-All Positions: 86 State, 554 Federal *Legislative Count:* 87 State, 618 Federal
Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a command and control headquarters. The latter two units administer the band, an ambulance company, a transportation truck unit, a heavy equipment maintenance company, a medical company, air ambulance, equipped with helicopters, and a public information detachment.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 80 the Maine National Guard achieved a strength of 100 per cent and is concluding the year at 103 percent of authorized strength. Both the Army and Air National Guard were over authorized strength.

Due to good weather conditions there were no calls to State service for storm or flood damage. The Maine Army National Guard was awarded a Trophy for being first in overall readiness in the First Army, an area comprising 21 states, Puerto Rico, the Virgin Islands, and the District of Columbia. The 101st Air Refueling Wing of the Air National Guard won the State Trophy as the best Wing in the entire Air Guard.

Federal funding was austere for the period and travel and energy conservation was not only desirable but necessary to stay within the Federal Budget, which again comprised over 93 percent of the total budget of the Military Bureau.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL A-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	954,991	954,991				
State Share of Retirement	169,265	169,265				
Prof Service, Not By State	31,632	31,632				
Travel Expenses, In-State	960	960				
Travel Expense, Out-State	889	889				
Operation—State Vehicles	31,630	31,630				
Utilities	216,146	216,146				
Repairs	2,520	2,520				
Insurance	1,833	1,833				
General Operating Expense	14,016	14,016				
Food	101	101				
Fuel	411,346	411,346				
Other Supplies	22,515	22,515				
Pensions	28,556	28,556				
Equipment Purchases	9,875	9,875				
TOTAL EXPENDITURES	1,896,275	1,896,275				

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 289-3441
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1980

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37A M.S.R.A. Sect 11

Average Count—All Positions: 26 *Legislative Count:* 26

Organizational Units:
Field Offices (7) Maine Veterans Memorial Cemetery

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine war veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of field offices, assists veterans and their dependents in claiming and obtaining the various State and federal benefits to which they are entitled in connection with service in the armed forces of the United States. The Bureau also administers a program of emergency financial aid to needy dependents of incapacitated or deceased veterans; awards educational benefits to children or spouses of persons who died or became totally disabled because of service in the armed forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps records of service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans and members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a central office and seven field offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans Services, who serves as a member of the Board and appoints its manager with approval of the Board.

PROGRAM: Veterans services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 879 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven field offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole had 77,535 contacts by veterans or dependents on veterans affairs. $3,101,986 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 545 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 545 families consisted of 1,390 dependents.

Veterans Dependents Educational Benefits. Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, wives or widows of veterans who become totally disabled or died as a result of service in the armed forces of the United States. 369 persons were assisted during the year.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 211 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to $30,000.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the armed forces of the United States. Approximately 340,000 such records are now in the files of the Bureau.

Maine Veterans Memorial Cemetery. During the year 321 burials were made, of which 269 persons were veterans, 43 were wives (or widows) and 9 were dependent children; and 171 reservations for burial were made by surviving veterans or spouses. At the end of the year, 2,624 persons were buried in the Cemetery, and there were 1,584 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1979 Edition.
Informational Pamphlet on World War Assistance.
Maine Veterans Memorial Cemetery (Brochure).

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERANS' SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (Non-Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	341,950	341,950				
State Share of Retirement	59,538	59,538				
Prof Service, Not By State	11,548	11,548				
Other Prof Serv, By State	20	20				
Travel Expenses, In-State	13,059	13,059				
Operation—State Vehicles	13,083	13,083				
Utilities	14,413	14,413				
Rents	7,996	7,996				
Repairs	1,366	1,365				
Insurance	22	22				
General Operating Expense	9,017	9,017				
Fuel	2,987	2,987				
Other Supplies	7,786	7,786				
Public Assistance Grants	355,390	355,390				
Misc. Grants to Individual	82,871	82,871				
Pensions	362	362				
Equipment Purchases	26,830	26,830				
TOTAL EXPENDITURES	948,238	948,238				

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER, DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

JOHN E. MENARIO, CHAIRMAN
NATHANIEL H. BOWDITCH, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A. Sect 916
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the Maine Development Foundation has been established to "foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

As an independent corporation, the Foundation has broad powers it can use in pursuit of this goal. The Foundation is in business to (a) help existing Maine businesses prosper and grow, (b) assist entreprenuers to establish new enterprises in Maine, and (c) attract additional commerce and industry to Maine. The primary objective of the Maine Development Foundation is to establish a creative partnership of private and public leaders working to generate economic development in Maine.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, pay competitive salaries for accomplished professional staff, and [illegible] decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This should improve the Foundation's access to the private sector's ability to generate new business activity and help organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation encourage the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

The Foundation's First Annual Corporator's Meeting was held on October 18, 1979 which concluded the Foundation's organizational phase which had been directed by an Organizing Committee chaired by John E. Menario. At the meeting, the Corporators of the Foundation elected a board of Directors and Officers, adopted corporate bylaws, and officially appointed the Foundation's President, Nathaniel H. Bowditch.

PROGRAM: During FY 1979-80, the Maine Development Foundation's first Board of Directors and Officers were elected and bylaws adopted by over 140 Corporators of the Foundation. The Foundation's Board of Directors, guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine, by virtue of its independence, corporate character, and close ties with the private sector, adopted the following goals and objectives for 1980:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are six major objective areas.

Industry Development: Concentrate on a few key industries and help implement higher value-added manufacturing/processing activities with: wood and paper processing, the fishing and poultry industries.

Finance: Help the Maine Capital Corporation to operate successfully and become an effective organization in structuring development finance packages.

Business, Industrial & Community Development Assistance: Through an active public/private partnership and helping relationships with other development interests, mobilize and package private and public resources to seize near-term development opportunities by: establishing the capability to provide advanced industrial/commercial development assistance; providing business assistance services to Maine companies; providing development project packaging services to Maine communities and/or development organizations; and evaluating the prospects for direct MDF participation in development projects, in concert with other public and private development organizations.

World Trade: Help implement an effective public/private program to encourage world trade and selective foreign investment.

General: Be alert and aggressively pursue major development opportunities and issues which arise during the year.

Organizational Development: Further establish the MDF as a strong, independent progressional force for economic and business growth in Maine.

PUBLICATIONS:

Prospectus, The Maine Development Foundation—Free
Brochure—Synopsis of the Maine Development Foundation—Free
Newsletters--Put out by the Foundation to its corporators periodically—Free

NOTE: The 108th Legislature appropriated a total of $350,000 of non-lapsing funds to the Foundation for use during the 1977-78 and 1978-79 biennium, *on a matching* basis to corporator fiscal support. Only those State funds actually received are shown in the financial statement.

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

BERNARD HENRI, Ph.D., CHAIRPERSON

Central Office: 9 Green Street, Augusta *Telephone:* 289-3149
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: October 1, 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34 M.R.S.A., Sect. 2614
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The purpose of the State Planning and Advisory Council on Developmental Disabilities Services Facilities Construction is to serve as an advocate for persons with developmental disabilities. In implementing this purpose the Council supervises the development of, and approves the State plan; monitors and evaluates the implementation of this State plan; reviews and comments on all State plans in the State which relate to programs affecting persons with developmental disabilities; and submits to the Secretary, Department of Health and Human Services, through the Governor, such periodic reports on its activities as the Secretary may reasonably request.

The Council is the vehicle through which Maine receives assistance and meets the eligibility requirement for the Act entitled "Developmental Disabilities Facilities and Services Construction Act of 1970" enacted on October 30, 1970 by the United States Congress, amended by the Developmental Disabilities Assistance and Bill of Rights Act of 1975, enacted by Congress on October 4, 1975, and amended by the Rehabilitation, Comprehensive Services and Developmental Disabilities Act of 1978, enacted by Congress on November 6, 1978.

ORGANIZATION: The Council has a chairperson appointed by the Governor, a Vice-chairperson elected by the Council and standing committee, and the Executive Committee. The Council also has ad hoc committees which are designed to accomplish specific short term tasks. Additionally, the Council has a regional committee structure which includes consumer, private agency, and State agency representatives in each of the 6 regions utilized by the Bureau of Mental Retardation.

PROGRAM: The State Planning and Advisory Council on Developmental Disabilities develops a three year plan for meeting the service needs for developmentally disabled persons. The Plan is updated and amended annually to reflect current service and administrative priorities. The Direct Services grant system is another major aspect of the program. The grants are selected by the Council and are administered by the Department of Mental Health and Corrections through the Bureau of Mental Retardation.

PUBLICATIONS:

1976 State Plan "New Directions for Maine's Developmentally Disabled"
Developmental Disabilities Formula Funds Program Evaluation
1977 State Plan "State Plan of the Developmental Disabilities Planning Council"
1978 State Plan "State Plan on Developmental Disabilities for Maine"
1979 State Plan "State Plan on Developmental Disabilities for Maine"
A Primer on Special Education for Parents
A Free, Appropriate Public Education for Handicapped Children
1980 State Plan: Amendments to the Approved Developmental Disabilities State plan—1980.
D.D. Dispatch
Housing and Service Needs of the Developmentally Disabled.

FINANCES, FISCAL YEAR 1980: 34 MRSA Sect 2614 paragraph 2 provides that expenditures of this unit, which amounted to $216,187 in FY 80, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display. The expenditure figure includes payments on grants awarded during the previous fiscal year.

MAINE TRUSTEES ADVISORY BOARD (EASTERN STATES EXPOSITION)

CLARENCE F. McKAY, SR., CHAIRMAN

Central Office: 87 Lincoln Avenue, Gardiner *Telephone:* 582-6012
Mail Address: 87 Lincoln Avenue, Gardiner, Maine 04345
Established: June 15, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect 403
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Trustees Advisory Board (Eastern States Exposition) was established to advise the Commissioner of Agriculture in his responsibilities for the operation and maintenance of the Maine State Building at the Eastern States Exposition.

ORGANIZATION: The 109th Legislature established the Maine Trustees Advisory Board, by emergency legislation, on June 15, 1979, specifying that the Board shall consist of 5 members, who are not employees of the State of Maine, chosen from Region 1 trustees of the Eastern States Exposition Board of Trustees, representing the various interests of the State. The Region 1 chairman, who shall serve ex officio, names the board members to 5-year terms, except that initially members are named by classes of 1, 2, 3, 4, and 5 years. No member having served a full 5-year term shall succeed himself, and, in case of vacancies, new members will be named by the Region 1 chairman to fill unexpired terms. Should a board member cease to be a Region 1 trustee during his term, his position on the board shall be declared vacant. The chairman of the board is elected from and by its membership.

PROGRAM: The board is to meet at least once a year and at other times as deemed necessary, and upon the call of the commissioner. The board met several times during the past year to discuss and make recommendations on ways to improve the State of Maine Building located on the Eastern States Exposition grounds in West Springfield, Mass. This building is used to promote the State of Maine and State of Maine products during the Exposition.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

EDUCATION FINANCE COMMISSION

WILLIAM KIRK, CHAIRMAN
HAROLD RAYNOLDS, JR., COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2321
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1972 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 94: *Unit:* 372; *Citation:* P&SL 1977 Sect. 711
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

EDUCATIONAL LEAVE ADVISORY BOARD

JADINE R. O'BRIEN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to advise and consult with the Commissioner of Personnel to review and authorize all educational leave requests from classified and unclassified State employees for durations of more than one week; to establish procedures for applying, processing and granting of such educational leave and adopt other rules and regulations as necessary; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board, established in 1973, consists of three members, including the Commissioner of Personnel as Chairman, the Commissioner of Educational and Cultural Services, and one State employee appointed by the Governor, for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: Throughout FY 1980, the Educational Leave Advisory Board approved 22 requests without modification. One request was approved with modifications. The state paid tuition for nine and bought books for seven. Twelve applicants received full salary during their leave and three received partial salary. The usual wide variety of disciplines were represented with the majority of requests coming from the health and human services field.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

THOMAS O. WILLIAMS, CHAIRMAN
RICHARD YTURREGUI, EXECUTIVE SECRETARY

Central Office: Education Bldg.; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 095; *Citation:* 20 M.R.S.A., Sect. 71

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states; to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens; and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

ORGANIZATION: PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education. The terms of members are 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified. PECOM meets quarterly. However, meetings shall be held upon call of the chairman on 5 days written notice to the members.

Standing committees of the Post-secondary Education Commission are; Student Financial Assistance Committee, Inter-change Committee, Information and Systems Committee, Licensing, Certification and Consumer Protection Committee, Careers Committee, and Goals and Long Range Planning Committee.

PROGRAM: Throughout FY 80, PECOM has been involved in planning activities at the post-secondary level. PECOM continues to collect fall enrollment and cost of attendance data.

Financial Aid Publications. The Commission has published a resource booklet on State and National financial aid programs available to students for post-secondary education. This publication is entitled, *Students Financial Aid Guide to Post-Secondary Education.*

Inter-Change Committee. The Commission sponsored a statewide meeting of academic deans this Spring. The next meeting of academic deans is scheduled for the fall of 1980. The purposes of these meetings are to facilitate inter-institutional cooperative planning.

Information and Systems Committee. The Commission is currently participating in a project along with representatives of the public and private sectors of post-secondary education and the Department of Educational and Cultural Services. It is designed to maximize the effectiveness of the Higher Educational General Information Survey. This post-secondary education data program will assist in educational research, information exchange, and policy decision-making. The Commission also funded the publication entitled, *Post-Secondary Educational Opportunities in Maine 1980-81* in cooperation with the University of Southern Maine.

Licensing, Certification and Consumer Protection Committee. The Commission studied and prepared regulations regarding non Maine schools offering courses and/or programs in the State. These regulations were developed in conjunction with the Department of Educational and Cultural Services.

Careers Committee. The Commission sponsored a statewide meeting of Career Counselors at post-secondary institutions.

The Commission also assisted counselors by the publication of a directory of career counselors and in attempting to obtain for the counselors employment data.

Goals and Long-Range Planning Committee. This Committee met and continues to review potential activities for the Commission.

PUBLICATIONS:

Post-Secondary Education Commission of Maine—Planning Proposal for Fiscal Year 1974, 1975, 1976, 1977, 1978, 1979, 1980—Free

Post-Secondary Educational Opportunities in Maine—1980-81—Free

State of Maine Student Financial Aid Guide to Post-Secondary Education—1979-80—Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,296	17,296				
State Share of Retirement	2,914	2,914				
Utilities	65	65				
Rents	114	114				
General Operating Expense	487	487				
Other Supplies	55	55				
TOTAL EXPENDITURES	20,931	20,931				

EDUCATION COMMISSION OF THE STATES

WILLIAM MILLIKEN, GOVERNOR OF MICHIGAN, CHAIRMAN
State of Maine Contact: HAROLD RAYNOLDS, JR., Commissioner, Educational and Cultural Services
WARREN G. HILL, Executive Director

Telephone: 303-861-4917

Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20 M.R.S.A., Sect. 2903
Average Count—All Positions: 170 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislation of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

PUBLICATIONS:

A Legislator's Guide to Collective Bargaining in Education.
A Legislator's Guide to the Year-Round School.
1974 State Education Legislation and Activity: School Finance—A Survey of the States.
School Finance Reform: The Whys and Wherefores.
School Finance Reform: The Wherewithals.
The State-Level Property Tax: Implementation and Administration.
Newsletters: Legislative Review and ECS Bulletin.
Bimonthly magazine: Compact ($6/year).
Equal Rights for Women in Education: A Resource Handbook for Policy Makers ($2.50).
For information write: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $19,744.51 in FY 80 and are, by administrative decision, included with those of the Maine Education Council.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

HAROLD RAYNOLDS, JR., COMMISSIONER
RICHARD W. REDMOND, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20 M.R.S.A., Sect. 1
Average Count—All Positions: 890 *Legislative Count:* 955

Organizational Units:
- State Board of Education
- State Museum (Bureau)
- Maine State Commission on Arts and Humanities
- Maine Historic Preservation Commission
- Governor Baxter State School for the Deaf
- Bureau of Vocational Education
- Bureau of School Management
- Bureau of Instruction
- Maine State Library (Bureau)
- Maine Education Council

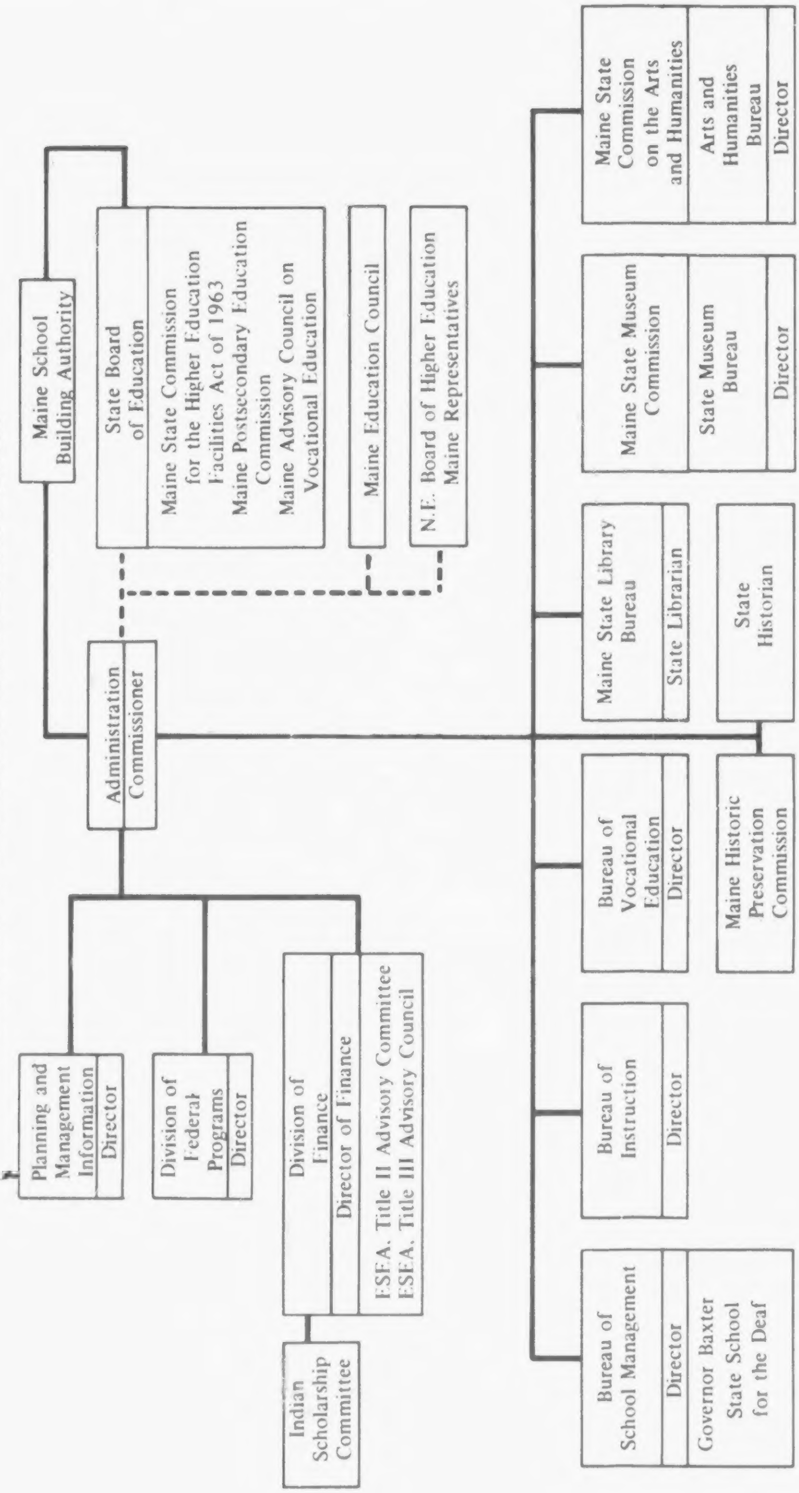
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement

ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES


Maine School Building Authority
State Board of Education
Maine State Commission for the Higher Education Facilities Act of 1963
Maine Postsecondary Education Commission
Maine Advisory Council on Vocational Education
Maine Education Council
N.E. Board of Higher Education Maine Representatives
Administration
Commissioner
Planning and Management Information
Director
Division of Federal Programs
Director
Division of Finance
Director of Finance
ESEA. Title II Advisory Committee
ESEA. Title III Advisory Council
Indian Scholarship Committee
Bureau of School Management
Director
Governor Baxter State School for the Deaf
Bureau of Instruction
Director
Bureau of Vocational Education
Director
Maine Historic Preservation Commission
Maine State Library Bureau
State Librarian
State Historian
Maine State Museum Commission
State Museum Bureau
Director
Maine State Commission on the Arts and Humanities
Arts and Humanities Bureau
Director

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,667,830	10,003,184	431,066		3,233,580	
State Share of Retirement	2,240,216	1,676,311	76,558		487,347	
Prof Service, Not By State	1,852,443	692,141	344,073		800,985	15,244
Computer Service, By State	164,523	65,668			98,855	
Other Prof Serv, By State	6,095	2,816	982		2,297	
Travel Expenses, In-State	230,217	82,928	20,019		127,270	
Travel Expense, Out-State	76,510	17,433	9,322		49,755	
Operation—State Vehicles	237,643	208,775	17,530		11,338	
Utilities	695,557	612,339	11,750		71,218	250
Rents	278,945	152,843	42,362		83,677	63
Repairs	432,475	359,750	23,408		46,017	3,300
Insurance	47,073	36,614	9,151		1,308	
General Operating Expense	2,220,709	1,790,630	62,509		367,382	188
Food	375,082	255,825	102,698		16,559	
Fuel	823,315	795,503	17,589		10,223	
Other Supplies	1,822,547	1,137,691	429,680		190,839	64,337
Highway Materials	383	113	270			
Grants to Local Govts.	221,035,194	185,005,265	2,400		34,393,106	1,634,423
Grants to Pub. & Priv. Orgs.	6,509,300	3,895,046	3,000		2,611,254	
Unemployment Comp Benefit	70	70				
Public Assistance Grants	1,806,138	297,585	75,172		1,433,381	
Misc. Grants to Individual	66,163				66,163	
Pensions	117,596	74,430	34,421		8,745	
Buildings & Improvements	2,188,961	106,436	14,872		67,102	2,000,551
Equipment Purchases	1,315,438	888,666	101,993		34,654	290,125
Structures & Improvements	9,488	6,521				2,967
Debt Retirement, Interest	739,452					739,452
Transfer to General Fund	504,836				504,836	
Trans to Intragov. Fund	105,000	105,000				
Trans to Enterprise Fund	32,891	32,891				
Trans. to Trust Fund	29,366,098	13,791,098			15,575,000	
Trans. to Gen.-Fund Sta-Cap	153,316	125	21,636		131,343	212
TOTAL EXPENDITURES	289,121,504	222,093,697	1,852,461		60,424,234	4,751,112

System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The Program of the Department for FY 80 has been as follows:

Bureau of Instruction. The Bureau of Instruction has the responsibility, function, and privilege of providing program direction for five divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; procedures involved with the approval of degree-granting institutions; student aid for Maine post-secondary students who meet specific eligibility standards; and negotiations for slots for Maine students matriculating in programs preparing them for practice in professional health care. The goal of this Bureau is to improve the quality of education being offered to our youth at a total annual cost of some $300 million.

The Bureau of Instruction provides administrative direction and support for the following divisions: Division of Higher Education Services; Division of Special Education Services; Division of Curriculum; Division of Teacher Certification and Placement Services; and Division of Teacher Education Field Services.

Division of Higher Education Services. The Division provides direct services to public, private, and proprietary institutions of higher education in Maine. The Division is mandated to furnish approval procedures for a post-secondary institution in Maine to confer degrees and call itself a college. The Division prepares a report for the State Board of Education, which makes recommendations to the Legislature.

Health Professions Program: The Division administers the Health Professions Program to assist our Maine students to attend a post-graduate school in the health professions field. Qualified Maine students have the guarantee of a selected number of seats at the University of Vermont College of Medicine, the Tufts University School of Medicine, and Dartmouth College School of Medicine; New England College of Osteopathic Medicine; the University of Pennsylvania School of Veterinary Medicine and New York State College of Veterinary Medicine at Cornell University; New England College of Optometry; and seats at Tufts University School of Dental Medicine. Over 150 Maine students are able to take advantage of the program to the benefit of the State of Maine.

Student Incentive Scholarship Program: The Division also administers the State Student Incentive Scholarship Program (SSISP) to which is added the Federal State Student Incentive Grant Program (SSIGP). This program makes awards to needy Maine students who are attending a Maine or Massachusetts post-secondary institution, either public or private, and provides opportunities to those who otherwise would have little chance to share equitably in the advantages of post-secondary education.

The Division administers many Federal Assistance Programs for Maine Post-Secondary Education Institutions which include Title VII of the Higher Education Act of 1965—grants for Construction Renovation and Federal Student Assistance Programs.

The Division also maintains records of all institutions that have ceased to operate. These records are preserved for historic purposes as well as for availability of students upon request.

Total expenditures for the Division, including both State and Federal funds, for student assistance programs and post-secondary institutional aid totaled over two and one-half million dollars for fiscal year 1979-80.

Division of Special Education Services. The Division is responsible for the implementation and administration of Title 20, Chapter 404, Maine Revised Statutes as amended, "Exceptional Children." It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended.

The Division's services include: consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs operated by local educational agencies; direct grant awards for programs for exceptional children; teacher training for regular and special educators, administrators, support staff, Pupil Evaluation Teams, and school board members; appeals hearings; review and approval of local special education programs; and statistical information of special education.

The Division has worked closely in committees with the Department of Human Services, Mental Health and Corrections, public school representatives, and private agency representatives to develop interdepartmental coordination in several areas including: Cost Accounting and Rate Establishment System, Single Source Contracting, Program and Policy Development, Joint Licensure, Joint Application and Program Review. Each committee reports directly to the Interdepartmental Committee which consists of the three Commissioners of the Departments of Educational and Cultural Services, Human Services, and Mental Health and Corrections.

Program Review and Technical Assistance: During the school year 1979-1980, twenty-four (24) Special Education Program Review site visits were undertaken and completed by Teams led by Division consultants. The Division has a commitment to complete some 60 site visits in the next two years, so as to have provided reviews in all systems statewide in five (5) years. For the 1980-81 school year, approximately 34 reviews are planned including visits to the five (5) unorganized territory schools. Follow-up visits to approximately 30 sites reviewed in past years were conducted to provide on-going technical assistance and evaluation as to progress being made in implementing previously developed Action Plans. Almost all of these school systems have made significant progress in the implementation of their Action Plans. Several have now been granted full program approval.

Technical Assistance has been provided on an individual and group basis to review sites. Regional workshop programs have continued with numerous presentations including Child Service Review System, CSPD workshops, National In-Service Network Program workshops, and the statewide Project STRETCH television series.

The Division has been involved in the operation of pilot projects with the Bureau of Vocational Education in two systems over the past year. One project which will be jointly funded in 1980-81 is located at Bonny Eagle High School (SAD#6), and the other project is in Vocational Region #8 in Rockland. Staff from the Division conducted in-service workshops in Region #8.

Comprehensive System of Personnel Development: Maine's Comprehensive System of Personnel Development (CSPD) is a long range plan designed to promote the on-going professional development of all school and other personnel involved in the education of handicapped children. The Division received a federal grant to support an Integrated In-service Delivery System from the Division of Personnel Preparation of the Bureau of Education for the Handicapped, U.S.O.E.

Gifted and Talented Programs: This year, $47,160 was received from Federal funds to establish high school programs for gifted and talented students. Six model project sites were selected through an application process. Also included in these Federal funds was funding for a Summer Humanities Program for 60 high school students. The gifted and talented students were selected from throughout the State through an application process. Ten school systems were given State grants this year. Four of these grants were second year funding.

Legislation: The 109th Legislature passed legislation appropriating $345,000 for the education of preschool handicapped children. A Bureau of Education for the Handicapped (BEH) State Implementation Grant for personnel training, interdepartment/interagency agreements, and program standards related to preschool handicapped children has been received for $35,728. An additional $140,000 of Federal monies under PL 94-142 is expected to be received for in-service training and incentive grants to local educational agencies for services to preschool handicapped children for FY 1981-1983.

Preschool Programs: The seven (7) preschool handicapped programs (Knox, Lincoln, Washington, Hancock, Cumberland and Southern Penobscot Counties; and Tri-County, which includes portions of Penobscot, Piscataquis, and Somerset Counties) were permanently funded by the 109th Legislature. Continuation applications for FY 1981 are currently being reviewed.

Division of Curriculum. The Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas through a variety of ways including meetings, visitations, publications, and correspondence. Furthermore, the Division administers and integrates Federal programs such as Right to Read and develops and publishes in *Maine Issues*, policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and settling differences.

The Division is responsible for school approval. This process is basically a regulatory function. However, it can be viewed as a leadership activity because the Program requires new schools to define their goals and educational philosophy. The Division also serves in a leadership capacity through the self-evaluation of elementary and secondary schools, and the accreditation of secondary schools. Through these programs, local school systems have become acquainted with better educational practices.

Self-Evaluation: Virtually all of Maine's public and private elementary schools have completed the initial phase of the Self-Evaluation program. The Self-Evaluation program is designed to help schools prepare an in-depth study of their educational programs, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of Self-Evaluation has been given statewide implementation during this year. The second phase, a five-year follow-up visit, helps schools in the refinement and implementation of new programs and services, and gives direction to School Boards and administrators concerning the major priorities to be initiated within the next five-year period. This past year, the Department conducted six (6) full committee visitations and sixteen (16) five-year reviews.

For secondary schools not going through the State's Self-Evaluation process, accreditation is used as a measure of quality and for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the study.

Arts Education: This Division offers services and technical assistance to the Arts disciplines throughout the State for both the Art and Music disciplines; program visitations are carried out upon request. Once again, support was given to activities of the Maine Alliance for Arts Education as it sought to promote the extension of the Arts as an integral part of the school experience.

Career Education: During FY 80, the State Office of Career Education has continued its collaborative relationships with other state agencies. Currently, the office functions in three key areas: (1) Coordinating and implementing programs and services under PL 95-207, The Career Education Incentive Act, (2) providing training and program development services to the Maine Occupational Information Coordinating Committee, and (3) administering and implementing the GOVERNOR'S CETA/CAREER EDUCATION LINKAGE GRANT funded through the State Employment and Training Council. During FY 79, ten sites were funded to implement comprehensive career education programs, kindergarten through grade 12. In May of 1980, ten additional sites were selected to implement career education programs under the Governor's Linkage Grant.

Health Education: The Division recently completed its third year of a four-year Health Education Project. This Project is conducted in cooperation with the Department of Human

Services and the University of Maine at Farmington and has aided in the development of many school health education programs. First year grants were awarded to sixteen local educational agencies to develop a community-involved, comprehensive K-12 Health Education program. All first year sites implemented their curriculums.

In May of 1978, seventeen additional sites were named from forty schools responding to request for proposals for year two of the project. At the end of that year, 33 percent of the school age children in Maine were enrolled in schools funded by this program.

There were no sites selected during the third year of operation. This was a year of staff consolidation and project evaluation. This year requests for proposals have been sent to all remaining local educational agencies not already in the Project with plans made to fund five new sites.

English Language Arts, Bilingual, and Indochinese Refugee Education: The Division provides technical assistance to local schools in the above-mentioned areas, K-12. A newly instituted plan for administrators' workshops in coordinating and managing English writing programs is scheduled to begin in the fall of 1980. This comes as a result of a New England consortium of English Language Arts consultants under a special federal grant. The Department works closely with the Maine Council on English Language Arts and the New England Association of Teachers of English in English curriculum planning and in the development of a curriculum guide resource.

A coalition of the northern tri-state region (includes Vermont and New Hampshire) have been active in developing programs and strategies with linguistic minority school age children common to each state. National origin desegregation, a Franco-American coalition, and a bilingual special education position paper are among the results of that effort. Plans are now underway for a teacher and student exchange plan with the provinces of New Brunswick and Quebec.

The Title VII coordinator is the Department liaison with Washington for basic and training projects in bilingual education for which three exist in Maine; four new sites are under consideration for national origin minorities of French, Native American, and Indochinese. The coordinator is responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Indochinese Refugee Assistance Program.

Metric Education: In response to the Commissioner's mandate to all schools, K-12, to provide metric instruction, the Metric Implementation Committee developed and disseminated metric study units to all elementary schools. Metric Workshops and consultant services have also been made available to the schools. A series of metric workshops for industrial arts and vocational instructors have been provided at three vocational-technical institutes.

Newspaper in Education: The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The Program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the State which are using the NIE program for part or all of the year.

Right to Read Project: This successful program will cease operations on June 30, 1980. For more than a decade, all efforts of this federally-funded project have been aimed at providing local educational agencies with opportunities designed to increase their ability to implement improved reading programs.

During the past year, in-service programs were carried on which involved school administrators and teachers, K-12. A kindergarten curriculum guide was produced and will be ready for distribution during the next school year; an increased emphasis was placed on teaching reading in the content areas.

The real legacy of this program will be better trained teachers of reading and better designed and integrated reading programs throughout the many Maine school systems which participated in the Project.

Guidance, Counseling, and Testing: This office is responsible for the administration of programs in the above-mentioned areas and the Educational Information Center Program. In the three areas of leadership—service—regulatory, information and assistance is provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy; student rights and responsibilities; career and vocational guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts and Attendance and Discipline: The Division monitors two state programs: (1) Chapter 106—Dropouts. Each school superintendent in the State who has responsibility for any grade level in the sequence, 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Curriculum Division; and (2) Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

Maine Studies Curriculum Project: The Maine Studies Curriculum Project continues to command the attention of educators throughout the State. The outcomes of this Project will offer students an in-depth appreciation and knowledge about Maine's environment, Government, Economy, History, and Future.

Curriculum development projects of this nature have been without precedence in Maine. During the next year, Science components will be added to this model. It is hoped that future years will see the study develop into a comprehensive curriculum which will include all subjects commonly taught in our schools.

Unit for Alcohol and Drug Education: The Unit provides statewide programs and services to the public schools of Maine in alcohol and drug education. The major source of funding during FY '80 was the Maine Department of Transportation's Bureau of Safety. The innovative school/community program focuses on problems related to alcohol, other drugs, and highway safety. The twelve school/community sites were selected to participate in a two-year effort which consists of (1) core alcohol, other drugs, and highway safety team of fifteen persons who are trained in order to provide leadership and direction in their school and community programs; and (2) the establishment of school and community prevention, intervention, referral for treatment, and follow-up support program.

Division of Teacher Certification and Placement Services. This Division's charge is to process certificates for teachers, administrators, and what could be called school services personnel, covering grades kindergarten through twelve, and in some cases beyond grade twelve in the area of vocational education. The Division also authorizes the use of teacher aides, teacher assistants, and teacher associates, known as auxilliary school personnel. Services also include recertification, especially for those who have completed formal study and present transcripts. There are options to formal study which go to the Division of the Teacher Education Field Services for consideration. Division personnel also act as consultants for advisory groups.

The Teacher Placement Service is a service provided to both teachers and school systems. The service is referral in nature in that individuals inform the Placement Service that they are looking for a position and school systems inform the Service of vacancies.

Individuals who register with the Teacher Placement Service receive two services: (1) a list of present vacancies whenever he/she contacts the Service by letter, telephone, or office visit; and (2) the right to have his/her placement papers sent out to school systems which request them.

Division of Teacher Education Field Services. Two major areas of service are provided by this Division. The first is the provision of staff support and liaison services to the State Board of Education and the Certification Advisory Committee. This involves the development and implementation of standards for the review and approval of higher education programs which prepare education professionals. The second is the development and administration of standards for the recertification of educational professionals and the review and approval of in-service staff development programs run by local district persons, independent consultants, and higher educators for recertification credit.

Additional services include working with schools and school districts which request assistance with the establishment of locally-based professional development systems, providing liaison services to the Federally-funded Mid-Coast Teacher Center in Rockland and the UMO-Old Town Teacher Corps Project, as well as information sharing and coordinating activities in the areas of pre-service and in-service teacher education. This Unit provides the Department of Educational and Cultural Services representative to the National Council of States on Inservice Education, a Council which is providing assistance to states in the development of state plans for in-service education. In cooperation with the Division of Special Education, the Division also provides staff support to the Maine National Inservice Network Project which is designed to provide selected local districts with assistance with special education focused in-service training for regular classroom teachers. The Division is also responsible for coordination of the Maine Dissemination Capacity Building Project. This is a project funded by the National Institute of Education to the Department of Educational and Cultural Services. The purpose is to provide improved access to information about methods and materials which may be of assistance in the improvement of instruction and the support of in-service and professional development opportunities.

Bureau of School Management. The following administrative units fall within the service of the Bureau of School Management:

Division of School Operations. The program for the schooling of children residing in the unorganized territory (SCUT) involves the direct operation of five elementary schools for approximately 325 pupils (K-8) and about 1,000 pupils who are tuitioned and transported to local education agency schools throughout the state. In addition to the schooling of SCUT children, the Division administers programs at the Governor Baxter School for the Deaf and the Maine Conservation School.

Division of School Facilities. In cooperation with the Bureau of Public Improvements, energy audit recommendations have been approved to the point where all but $100,000 of the original 1977 bond issue has been committed. This sum is being held for contingencies.

The Division assumed responsibility for the coordination of the asbestos identification program in public schools. Personnel from the Bureau of Labor received training in cooperation with the Regional Environmental Protection Agency from Boston, Mass. and now routinely checks for asbestos hazards as they inspect all school buildings for safety hazards.

During the fiscal year, 124 leases were approved for a total of $448,600. The State Board of Education approved at concept level 16 projects at a total estimated cost of $28,664,736.

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, public and/or nonprofit day care centers, summer recreational sites, summer residential camps. In addition, the Division administers the Nutrition Education and Training Program which has as a priority goal making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received close to $20,000,000 to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $863,362 in matching funds. All meals served children were reimbursed in whole or in part by Federal funds. In December, 1979, participation in Maine schools averaged 192,762 daily.

Meals Served Daily

Program	**Free**	**Reduced Price**	**Regular Price**	**Total**
School Lunch	47,070	20,024	63,955	131,049
Breakfast	6,975	1,449	1,936	10,360
Milk	18,934		51,447	70,381

Although income guidelines for free and reduced price meals have become more liberal each year, the increase in participation tends to be in the categories of reduced price and regular price meals.

Summer Program is reaching fewer children but more Maine children. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served During Summer of 1979

Breakfast	84,653
Lunch	105,560
Supper	57,277
Supplement	49,962

This Division provides assistance to schools, day care centers and summer camps through workshops and training sessions for food service personnel, school administrators and sponsors of day care and summer recreation programs.

Donated Commodities: During FY 80 the agency distributed a variety of USDA food items, including dairy products, meats, poultry, vegetables, fruits, cereals, dry milk and related products to school lunch programs, summer camps for young people, needy persons in institutions in senior citizen centers. This year there were approximately 151,000 children in lunch programs, 14,000 young people in camp programs, 3,000 needy persons in tax-exempt, non-profit institutions and an undetermined number of elderly people participating in senior citizens centers. All received various degrees of assistance through the donation of USDA foods.

An analysis of distribution follows:

	Pounds	**Value**
School Lunch Programs	$ 9,943,275	$5,042,789.06
Summer Camps	168,733	97,100.70
Summer Food Service	3,540	4,921.14
Institutions	206,235	95,196.30
Senior Citizen Centers	296,112	133,655.09
	$10,617,895	$5,373,662.29

LICENSES, PERMITS, ETC.:

Div. of Certification and Placement
  Certification:
    Teachers
    School Nurse
    Driver Education
    School Librarian
    School Principal
    School Superintendent
    Counselor
    Vocational Instructor
    Substitute Teachers
    Director of Services for Exceptional Children
    Special Teacher of Reading
    School Psychologist
  Authorization
    Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement*, May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs*, July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification*, March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval*, (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools

Maine Insight

Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:
  Student Financial Aid Guide to Post-Secondary Education—1978
  Maine Issues
  The Maine Indian Land Claims Case: Pro and Con
  Manual for School Nurses
  Metric Sequence—K-6
  Resource Guide in Basic Skills
  A Parent's Gift
  Right to Read 1978 Needs Assessment
  Right to Read Tabloid—1979
  Maine Assessment of Basic Skills—1978

Laws, Regulations, and Guidelines
  Je Veux Decouvrir
  The Bilingual Education Act
  Guidelines for the Conduct of Home Instruction Programs

Procedures and Standards for Basic Approval of Schools—Public and Private
Kindergarten Curriculum Guide
Guidelines for the Management of Pupil Records
Student Suspension and Expulsion
Freedom of Access (Right to Know)
Student Rights and Responsibilities
Protection of Pupil Rights (Hatch Amendment)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	2,917,347	1,636,849	51,336		1,229,162	
State Share of Retirement	494,178	278,750	8,168		207,260	
Prof Service, Not By State	457,401	221,710	1,635		218,812	15,244
Computer Service, By State	80,630	65,666			14,964	
Other Prof Serv, By State	247	247				
Travel Expenses, In-State	111,102	41,159	7,405		62,538	
Travel Expense, Out-State	31,736	7,082	296		24,358	
Operation—State Vehicles	101,631	101,631				
Utilities	97,185	52,329	1,413		43,193	250
Rents	14,366	3,496	1,451		9,356	63
Repairs	269,938	232,795	209		33,634	3,300
Insurance	422	331	4		87	
General Operating Expense	1,707,408	1,437,738	18,741		250,741	188
Food	1,749	1,768			—19	
Fuel	23,315	23,014			301	
Other Supplies	174,075	64,710	4,293		40,735	64,337
Grants to Local Govts.	220,283,778	184,895,743	2,400		33,751,212	1,634,423
Grants to Pub. & Priv. Orgs.	5,002,113	3,714,842			1,287,271	
Public Assistance Grants	868,395	247,175	55,532		565,688	
Pensions	21,050	12,319			8,731	
Buildings & Improvements	2,140,335	98,851			40,933	2,000,551
Equipment Purchases	311,496	17,476			3,895	290,125
Structures & Improvements	9,488	6,521				2,967
Debt Retirement, Interest	739,452					739,452
Trans to Intragov. Fund	105,000	105,000				
Trans to Enterprise Fund	32,891	32,891				
Trans. to Trust Fund	29,366,098	13,791,098			15,575,000	
Trans. to Gen.-Fund Sta-Cap	73,182	125	2,475		70,370	212
TOTAL EXPENDITURES	265,436,008	207,091,316	155,[illegible]58		53,438,222	4,751,112

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 27 M.R.S.A., Sect. 1B
Average Count—All Positions: 7 *Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Commission Sponsored Programs. These programs are internally managed by staff members and the purpose is to promote various areas of the arts which need assistance from the Maine State Commission on Arts and Humanities. These programs require funds.

There are two major categories of assistance: Institutional Support Program and Project Grants.

Institutional Support. This category is designed to provide general, non-profit oriented funding to those established, professional, cultural organizations with a gross, annual earned and unearned income of at least $40,000.

Project Grants. These monies are awarded to assist Maine's cultural and non-cultural (community arts councils, schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc.) organizations with an annual earned and unearned income of under $40,000, or to those organizations with an annual earned and unearned income of over $40,000 which do not meet the three year criteria of the Institutional Support Program.

Collections, Care, and Management Program. Formerly Conservation and Preservation Program, this Program provides Maine organizations with funds for the conservation and interpretation of important works of art and/or historic materials in their collections. Guidelines, available from the Commission office, must be followed when applying for funding from this program.

Artists-in-Residence Program. Providing funds for residencies of professional artists in Maine schools and in alternative sites is the focus of this Program. The primary purpose of the program is to place professional working artists—visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

The Maine Touring Program and Maine Arts Resources. Formerly known as Outreach, these programs provide local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater. The Arts Resources Program lists visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

The Community Arts Councils Decentralized Grants Program. This Program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance.

The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Arts Services Program: A Pilot Project. The purpose of the program is to provide business, marketing and the legal services to state, regional and community arts organizations and to creative artists. The program has been designed to speak to the business needs of organizations and artists. The project began in March 1980.

Conferences/Workshops/Meetings. The Commission sponsors, or hosts, a variety of conferences on the arts throughout the year. Frequently the Commission works with other groups or organizations in developing conference materials, in providing mailing lists and in providing contacts with numerous information sources. Small workshops involving specific arts concerns are held frequently at the request of special interest groups, or individuals. Meetings of representatives of various arts disciplines are held on a regular basis as a part of the Commission's efforts to remain informed about trends and needs in the arts in Maine and to assist in the planning of grants programs.

PUBLICATIONS:

"Update", a bimonthly newsletter and calendar of arts and cultural events, free upon request.

Arts Bulletin, a summary of the important issues facing the arts in Maine.

Maine Touring Program and the *Maine Arts Resources* program have booklets which provide qualitative lists of the artists that have been approved for participation in each of the programs. Copies of the brochures may be had by writing or telephoning the Commission office.

Maine Cultural Directory, an index of the cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services is revised and republished on a yearly basis.

Summary of Grants and Services, a brief descriptive booklet of MSCAH activities.

New England Touring Program, a booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program, a booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine, a brochure (and a booklet) based upon survey information dealing with the impact of the arts on Maine's economy.

All are available at no cost.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,693	74,239			15,454	
State Share of Retirement	14,975	12,334			2,641	
Prof Service, Not By State	2,598	232			2,366	
Travel Expenses, In-State	10,511	1,754			8,757	
Travel Expense, Out-State	2,128	427			1,701	
Utilities	6,228	3,460			2,768	
Rents	1,279	658			621	
Repairs	310	310				
Insurance	62	12			50	
General Operating Expense	26,486	7,655			18,831	
Other Supplies	3,546	1,569			1,977	
Grants to Pub. & Priv. Orgs.	512,665	87,904	3,000		421,761	
Equipment Purchases	1,000	1,000				
Trans. to Gen.-Fund Sta-Cap	7,297				7,297	
TOTAL EXPENDITURES	678,778	191,554	3,000		484,224	

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

JOHN SCARCELLI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401
Average Count—All Positions: 7;5:State; 2:Federal *Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission.

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The general grants program which utilizes a major portion of the Commission's state and federal program monies accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. This year, as last year, competition for funds has rapidly increased as has the quality of applications. Programs funded include touring Maine Arts resources, educational projects, aid for development of crafts, film, dance, theater, mime, music, visual arts, art conservation, etc.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, a pilot project was begun, in March 1980, designed to speak to the business needs of organizations and artists. The purpose of the program is to provide business, marketing and legal services to state, regional and community arts organizations and to creative artists.

PUBLICATIONS: See the listing in the Arts and Humanities Bureau.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $3,150.22 in FY 80 and are, by administrative decision, included with those of the Arts and Humanities Bureau.

STATE BOARD OF EDUCATION

INGE L. FOSTER, CHAIRPERSON
RICHARD BAGLEY, Vice Chairman

Central Office: Education Bldg., Augusta *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20 M.R.S.A., Sect. 51
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; and to serve as an appeals board for unclassified personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: In July, 1979, the Board ratified the 1979-80 employee compensation plan and merit appeal procedure for VTI instructors and administrators as tentatively agreed upon by the Board and the Maine Teachers Association. The Board rejected the petition for reapportionment of SAD 43 (Mexico) board of directors on the basis that it lacked valid signatures. The Board authorized the Commissioner to commence the Administrative Procedures Act process preliminary to the final adoption of regulations relating to the Guaranteed Student Loan Program. In other action taken in July, the Board granted five-year full approval of the Colby College Secondary Teacher Preparation Program, adopted the program approval standards for administrator preparation programs with certain stated changes and conditions and provided for a review of the standards to be conducted annually on the recommendation of the Commissioner, and approved the request to discontinue the vocational horticulture program at the Capitol Area Vocational Center at Augusta.

In September, the Board approved revised standards for accreditation of Maine secondary schools, approved the continuation of vocational center programs at Skowhegan and Caribou, approved implementation of a CETA Vocational Education Grant, and adopted a policy on placement of students completing secondary vocational education programs.

In November, the Board accepted the application from Carroll Plantation to join School Administrative District 30 in the Lee area, approved the revised standards for basic school approval excluding the home study guidelines, granted temporary approval to the Christian Schools, Inc. of Glen Cove, Maine, to allow use of the word "college" in the name of its postsecondary school to be known as New England Baptist Bible College and approved the operation of an Assistant to Nurses Program at Presque Isle Vocational Center and the Phase II Program Concept submitted by Southern Oxford County (Region 11).

In December, the Board adopted standards for the review and approval of consulting teacher specialist preparation programs, approved the naming of a building at Southern Maine Vocational Technical Institute for the late James A. Johnson, approved the certified funding level for FY 1980-81 for the basic education allocation at $345,782,747 and the certified funding level for FY 1980-81 for adjustments and local leeway at $12,046,325.

In January, 1980, the Board approved the continuation of Region 10 vocational programs for a period of five years with the exception of the horticulture program which will be subject to evaluation at the end of the school year, approved continuation of Westbrook Vocational Center Programs for a period of five years, approved construction of an addition to Hildreth Hall at Southern Maine Vocational Technical Institute to be used for conducting training programs in wastewater treatment technology, approved a comprehensive plan for operating a vocational business program at the Lewiston Vocational Center and approved a satellite program at York as an extension of the vocational education programs at Sanford Vocational Center.

In February, the Board approved increases in tuition at Maine's Vocational Technical Institutes, accepted donation of a building for the Energy Testing Laboratory at SMVTI, voted Carroll Plantation be allowed to vote on whether it wished to join SAD 30 and SAD 30 voters to vote on whether they wished to accept Carroll Plantation and granted a waiver of the 90-day requirement for appropriating local leeway to the Augusta Board of Education.

In March, the Board approved continuation of the Waldo County Region 7 Vocational Programs for five years, adopted the "Revised Instruments and Procedures for the Evaluation of Vocational Technical Education Programs", approved the methods of administration for vocational education compliance under the Civil Rights Acts, approved the return to the federal government of the title to the West Quoddy Head Lifeboat Station in Lubec, adopted a position paper on agricultural and natural resources education in Maine grades K-12 and approved a plan for the operation of a vocational center in Ellsworth.

At its May meeting, the Board authorized the Department to begin readopting all rules and regulations contained in the publication, School Building Construction Policies and Procedures, dated December 1978 and revised in January, 1980, rejected a request for a moratorium on school construction projects until December, 1980, granted three-year waivers in the establishment of school lunch programs for school units at Edgecomb, Wayne, Veazie, East Millinocket, Baileyville, Airline CSD, Woolwich, and SAD 7, North Haven, granted final approval to the Guidelines for the Conduct of Home Instruction Programs, ratified the approval action of the contract negotiated between the State Board of Education and faculty supervisory units of the VIT's for the year July 1, 1980, to June 30, 1981, authorized the Department to carry out the necessary steps to allow to become regulations the procedures and standards to be followed by institutions of higher education when seeking authority to confer academic degrees in Maine, approved a proposal for an Associate Degree in Allied Health Sciences with an initial major in respiratory therapy to be offered at Southern Maine Vocational Technical Institute and approved the selection of a director for Northern Maine Vocational Technical Institute to be effective June 1, 1980.

The Board at its June meeting granted full five-year approval to the Husson College Secondary Business Teacher Education program as recommended by the program review team, granted three-year waivers in the establishment of school lunch programs at Robbinston and SAD 8, Vinalhaven, approved an Assistant to Nurses to the Practical Nursing Pilot Project in Articulation at the Kennebec Calley Vocational Technical Institute and approved the salary schedule recommended by the Department of Educational and Cultural Services for the directors and the assistant directors of the Vocational Technical Institutes.

Construction. The Board approved a total of $28,764,736 in school construction projects during the past fiscal year. However, one project did not receive a favorable local vote reducing the total to $26,229,736.

Certification. At its June meeting, the Board received the proposed revision of the Secondary Classroom Teacher Credentials Review Standards for study and review.

LICENSES, PERMITS, ETC.:

Permit:
    Out of State Correspondence Schools
Registration:
    Private Schools
Certification and Placement Section
Certification:
    Teachers   School Principal

School Nurse
Driver Education
School Librarian
School Superintendent
Counselor
Vocational Instructor

FINANCES, FISCAL YEAR 1980: 20 MRSA, Section 54 provides that expenditures of this unit, which amounted to $18,942.58 in FY 80, shall be borne by Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE EDUCATION COUNCIL
CLYDE BARTLETT, CHAIRMAN

Central Office: 37 Day Street, So. Portland *Telephone:* 799-3576
Mail Address: 37 Day Street, So. Portland, Maine 04106
Established: 1967 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 092; *Citation:* 20 M.R.S.A., Sect. 2921
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Council may consider any and all matters relating to public educational policy, matters relating to the Education Commission of the States, and the activities of the members in representing this State at the meeting of the Education Commission of the States.

ORGANIZATION: The Maine Education Council is composed of the members of the Education Commission of the States representing this State, and 7 other persons appointed by the Governor. These 7 others can attend the annual meeting of the Education Commission of the States as observers only.

Upon the expiration of each term the appointment shall be for 3 years and vacancies are filled for the full term. The appointees are selected so as to be broadly representative of professional and lay interest within this State having the responsibilities for knowledge with respect to, and interest in, educational matters. The chairman is designated by the Governor from among its members. The Council meets on the call of its chairman or at the request of a majority of its members, but in any event, the Council shall meet not less than 3 times in each year.

PROGRAM: The major activity and expenditures of the Council is the attendance of members of the Council at the annual meeting of the Education Commission of the States where the seven commissioners have voting powers.

There are 14 members of the Maine Education Council: 7 from the Education Commission of the States and 7 additional appointed by the Governor. The Education Commission of the States members are: Governor Brennan, Senator Katz, Representative Connolly, Commissioner of Educational and Cultural Services Raynolds, University of Maine Chancellor Patrick McCarthy, Sandy Maisel, the chair and an unfilled position whose term is at the pleasure of the Governor. The additional appointees are: Doris Vladimiroff of Brunswick, Harvey Berman of Cape Elizabeth, Bill O'Gara of Westbrook, Laurie Parkin of Lewiston, Bob Bourgeault of Biddeford, Rusty Willette of Dover-Foxcroft, and Joyce Rogers of Portland.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $19,744.51 in FY 80 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

HAROLD RAYNOLDS, JR., COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20 M.R.S.A., Sect. 2720
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of Instruction, Division of Higher Education, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 80 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1980: No funds were available in FY 80.

GOVERNOR BAXTER SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104
Established: 1876 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20 M.R.S.A., Sect. 3122
Average Count—All Positions: 100 *Legislative Count:* 110

PURPOSE: The primary goal of the Governor Baxter School for the Deaf as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to provide a comprehensive primary, elementary and secondary education program for approximately one hundred thirty-five deaf boys and girls, to assist these children in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter School for the Deaf was created to educate children with a degree of hearing loss sufficiently severe as to interfere with their being educated in public schools. Pupils are enrolled in classes starting with kindergarten and going through the twelfth grade. Classes include academic and vocational programs.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new home for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

PROGRAM: The Governor Baxter School for the Deaf is accredited by the Conference of Executives of American Schools for the Deaf and offers a comprehensive and diversified program. The curriculum is the same as that prescribed by the State for regular public schools. The classes begin at the subprimary level and continue through high school. Classes are grouped under three programs consisting of elementary, middle school and the high school. The elementary program provides for seven classrooms with forty-nine children, to teach basic elementary education, including math, science, reading and social studies. The middle school provides for five classrooms with thirty-four children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for higher levels of study in the high school department. The high school department has four classes of forty-six students. It offers a three-track program: College preparatory, general and vocational studies, and special studies.

Special Services. The vocational department provides for industrial training in graphic arts and woodworking, photography, driver education, typing and office practice, homemaking, independent living, work study and work experience programs.

In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also receive specialized speech correction and therapy from a qualified therapist. A speech coordinator ensures the continuity of the teaching of speech, evaluates progress, and manages the individual speech therapy program. A tape file is maintained on each student showing progress in speech during ensuing school years.

An additional class for severely educationally retarded deaf children was continued with a grant under Public Law 94-142. There were six pupils in this class, each pupil requiring an individualized special program and functioning at a very basic academic level. The children appear to be making progress, albeit slow and extremely limited.

Students receive special instructions in diversified programs. Recently, the school had an artist-in-residence (fine arts-visual), a clown in residence, mime performances and instruction, drama and instruction, and electronic visual arts including filmmaking and television tape productions.

Complete audiological services are provided for each student beginning with initial testing and continuing throughout the student's stay at the school. Special equipment designed to improve each student's auditory abilities is provided and coordinated with audiological services.

Psychological and psychiatric services are provided.

Physical and Occupational Therapy is performed by trained therapists for a select group of multi-handicapped children.

Library. The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead projector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom use and use by children.

Physical Education. Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary through twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carryover sports as racquetball, tennis, volleyball, swimming, roller skating, ice skating, golf and bowling receive special emphasis.

Infirmary. An infirmary staffed by a registered nurse, a licensed practical nurse, and three nursing assistants, provides around-the-clock emergency service for all children. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and are retained in the infirmary. A local physician is available for emergencies and performance of medical diagnosis and prescription services. A local dentist makes weekly visits and performs dental services at the school.

Residency. The majority of the pupils reside at the school. Others are day students who are transported daily from their homes. Currently, the majority consists of 72% of the enrolled students. Many of the residential students go home for weekends and all go home for required vacation periods. Local school districts provide transportation for day students and reimburse parents for homegoing transportation costs of residential students for allowable periods. Three residential halls employing twenty-seven dormitory houseparents provide for development of social growth, recreation, personal hygiene and emotional growth.

During FY 80, an ongoing staff development program for after-class staff personnel as well as personnel from supportive services focused attention on child management. A human services worker provided excellent parental guidance and intra-social liaison and student counseling.

Mainstreaming. From time to time, certain children develop increased competency in auditory perception and in their communication skills to warrant mainstreaming into the regular classrooms of their communities. Each year, some children are thus referred back to the communities to complete their educational programs. In 1979-80, five children were mainstreamed. In 1980, eleven pupils graduated from the Governor Baxter School for the Deaf.

A week long, in-service Preschool Parent Institute was held following the regular school program. Nine hearing-impaired students, their parents, siblings, and other interested persons were involved.

Pupil Evaluation Teams (PET). In compliance with state laws, close cooperation is maintained with local school districts' Pupil Evaluation Teams (PET). This requires an Individual Education Plan for every pupil in the school which must be approved by the PET and the parents of the deaf children. Much time and effort is going into the development of this program. As the schools begin to develop closer cooperation and teamwork, it is anticipated that the deaf children in the State of Maine will receive their education in an appropriate setting for optimal promise of success.

LICENSES, PERMITS, ETC.:

Diplomas. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Speech Course of Study —syllabus for teaching speech to the deaf: $5.50

Information brochures—free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,187,933	1,131,564			56,369	
State Share of Retirement	205,832	196,062			9,770	
Prof Service, Not By State	19,733	7,698			12,035	
Other Prof Serv, By State	20	20				
Travel Expenses, In-State	464	445			19	
Travel Expense, Out-State	111				111	
Operation—State Vehicles	6,925	6,925				
Utilities	47,678	47,678				
Rents	362	362				
Repairs	6,716	6,716				
Insurance	231	231				
General Operating Expense	12,080	10,348			1,732	
Food	33,717	18,160			15,557	
Fuel	62,966	62,966				
Other Supplies	42,839	41,060			1,779	
Pensions	11,778	11,778				
Equipment Purchases	13,560	13,560				
Trans. to Gen.-Fund Sta-Cap	1,178				1,178	
TOTAL EXPENDITURES	1,654,123	1,555,573			98,550	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: 508 Bailey Hall, Gorham *Telephone:* 780-5277
Mail Address: University of Southern Maine, Gorham, Maine 04038

Established: 1907 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Historian's duty is to compile historical data of the State and encourage the teaching of Maine's history in the public schools. He/she also encourages the compiling and publishing of town histories, combined with local geography. Furthermore, the State Historian examines and, when he/she decides that the material is suitable, approves histories of towns compiled in accordance with section 262 of the Maine Revised Statues Annotated.

Whenever legislation is pending to designate any highway or bridge as a memorial, the State Historian submits, to the Legislature, the names of persons or subjects of historical note.

ORGANIZATION: The State Historian is appointed by the Governor, and must be a member of the Maine Historical Society.

PROGRAM: Because the State Historian's budget of $500.00 has not been increased in twenty-five years, and mileage costs have more than tripled, the activities of the office have necessarily been greatly curtailed. Speeches to historical groups, literary societies and service clubs have been reduced to a handful.

The historian has done a number of radio and television programs on Maine history and he participated very fully in advising Dean Bennett on his writing project for Maine junior high schools. Correspondence from around the country continues to be very heavy. Furthermore, the historian continues to read and review new books on Maine for consideration of the Legislature.

Through the Augusta and Lewiston-Auburn centers of the University of Maine, the historian has expanded the formal teaching of Maine history at the college level considerably. The historian taught a general course in the spring at Topsham and in the summer at Augusta. At Lewiston-Auburn, the historian has developed a new course combining the visitation of historic sites in the Androscoggin and Kennebec Valleys with lectures on the special significance of those areas of Maine history.

The historian continues to be active in the work of the Maine League of Historical Societies and Museums serving as trustee and chairman of the Awards Committee. In October 1979 the historian presided at the week-end conference of New England Historical Society and the American Association for State and Local History at York Harbor.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expenses, In-State	429	429				
General Operating Expense	36	36				
TOTAL EXPENDITURES	465	465				

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN

EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 242 State St. (Old MV Bldg.), Augusta; *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 501

Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 80, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 56 individual sites and 7 historic districts. In addition, the Commission has published *The Farmington Historic Resources Inventory*. The Commission has continued to cooperate with the Maine Archeological Advisory Committee in providing funds and assistance to continue an archeological survey of the State.

The Historic Preservation clause of the Federal Tax Reform Act of 1976 has required extensive staff time in certifying historic buildings and advising owners on acceptable rehabilitation techniques.

As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 80, awarded the following federal grant monies on a 50% matching basis to private organizations, municipalities, and State agencies for the rehabilitation and restoration of historic sites:

Survey and Planning	$380,000.00
Bureau of Parks and Recreation, Augusta	7,500.00
Castle Tucker, Wiscasset	5,000.00
First Parish Church, Brunswick	50,000.00
First Parish Church, Portland	17,000.00
Freeport Historical Society	5,000.00
Greater Portland Landmarks, Inc.	13,000.00
Holy Trinity Greek Orthodox Church, Portland	16,000.00
Maine State Museum, Augusta	11,000.00
Pejepscot Historical Society, Brunswick	22,000.00
Poland Spring Preservation Society	55,000.00
Town of Corinna	22,000.00
Town of Rockport	5,000.00

Victoria Society of Maine Women, Portland	25,000.00
Washburn-Norland Foundation, Livermore	25,000.00
York Landmarks, Inc.	7,500.00
TOTAL	$695,000.00

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by sending 50¢ for postage and handling to the Maine Historic Preservation Commission, 242 State Street, Augusta, Maine 04333.

Archaeology in Maine (1978)
Beard, Frank A., *200 Years of Maine Heritage: A Guide for the House Watcher* (1976)
Mundy, James H. and Shettleworth, Earle G., Jr., *The Flight of the Grand Eagle: Charles G. Bryant, Maine Architect and Adventurer* (1977)
Bradley, Robert L., *Maine's First Buildings: The Architecture of Settlement* (1978)
Sanger, dAvid, *Discovering Maine's Archaeological Heritage* (1979)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PL/A/BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc Funds
EXPENDITURES						
Salaries and Wages	79,605	28,239			51,366	
State Share of Retirement	13,871	4,928			8,943	
Prof Service, Not By State	4,948	—1,556	2,927		3,577	
Other Prof Serv, By State	4,053	1,761			2,292	
Travel Expenses, In-State	7,185	2,830			4,355	
Travel Expense, Out-State	384	192			192	
Utilities	3,138	1,447			1,691	
Rents	50	25			25	
Repairs	56	28			28	
Insurance	12	6			6	
General Operating Expense	3,713	873			2,840	
Other Supplies	1,784	694			1,090	
Grants to Pub. & Priv. Orgs.	774,448				774,448	
Equipment Purchases	258		258			
Trans. to Gen.-Fund Sta-Cap	2,644		43		2,601	
TOTAL EXPENDITURES	896,149	39,467	3,228		853,454	

INDIAN SCHOLARSHIP COMMITTEE

JOSEPH NICHOLAS, CHAIRPERSON
EDWARD DICENSO, Superintendent of Indian Education

Central Office: Box 412, Calais *Telephone:* 454-2126
Mail Address: Box 412, Calais, Maine 04619
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 079; *Citation:* 20 M.R.S.A., Sect. 2210
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed $3,000 per year and it may approve a supplementary grant not exceeding $1,000 per year to any institution enrolling one or more scholarship recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

ORGANIZATION: The Indian Scholarship Committee, is established as an agency within the Department of Educational and Cultural Services. The Scholarship Committee and the program remains within the Department although, by separate legislation, jurisdiction over the schooling of residents of Indian reservations has been vested in Indian school committees for each of the three reservations in the State.

The Scholarship Committee consists of the superintendent of schools of Maine Indian Education; one representative of the Passamaquoddy Tribe at Indian Township chosen by the tribal council; one representative of the Passamaquoddy Tribe at Pleasant Point chosen by the tribal council; 2 representatives of the Penobscot Tribe, chosen by the tribal council of the Penobscot Tribe; 2 representatives of the Association of Aroostook Indians, Inc., chosen by the board of directors of the Association of Aroostook Indians, Inc., 2 representatives of Central Maine Indian Association, Inc., one Micmac and one Malecite, chosen by the board of directors of Central Maine Indian Association, Inc., and a representative of the Chancellor of the University of Maine. The term of service of each member on the Indian Scholarship Committee will be for one, 2 or 3 years as determined by the appointing authority.

PROGRAM: In FY 79, a total of $50,000 was available for scholarship awards of which $49,562.66 actually was expended in providing assistance to Indian students at the secondary level and to students attending college or other post-secondary institutions.

The State funded scholarship assists students in obtaining a secondary or post-secondary education from properly accredited institutions. To implement this purpose, the Committee has full authority in its discretion to approve all scholarship grants; and it may approve a supplementary grant to any institution enrolling one or more scholarship recipients for the purpose of establishing and conducting a program of support services for scholarship recipients.

Eligibility: Students' names must be included on the current tribal census of either the Passamaquoddy or Penobscot Tribes; or must be members of the Malecite or Micmac Tribes and individually be able to prove ¼ Indian blood and have resided in the State of Maine during five consecutive years next preceding their application for a scholarship. Provided funds are available from the Federal Bureau of Indian Affairs, no grant shall be given to any Penobscot or Passamaquoddy student or to any institution when the student is enrolled in a 4-year post-secondary degree granting program. This limitation shall not apply to Micmac or Malecite Indians who are not eligible for Federal Bureau of Indian Affairs scholarship assistance.

PUBLICATIONS: Guidelines for assistance and applications are available

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $49,562.66 in FY 80 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN
CAROLYN NOLIN, Assistant State Librarian

Incoming WATS: 1-800-452-8793; 1-800-452-3561
Central Office: Cultural Bldg., Augusta; *Floor:* 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333
Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20 M.R.S.A., Sect. 1A
Average Count—All Positions: 72½ *Legislative Count:* 74½
Organizational Units:
General Loan and Reference Services Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff and the Maine Library Advisory Committee representing the Maine Library Association, the Maine School Library Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status under the newly reorganized Department of Educational and Cultural Services. The State Librarian heretofore appointed by the Governor is now appointed by the Commissioner with the advice and consent of the Governor.

Under the reorganization plan, media and school consultant services were transferred from the division of Federal Resources to the Maine State Library Bureau. This action effectively coordinated State level library programs for schools and public libraries. The Maine State Library coordinates the funding and the activities of the Maine Regional Library System. Three library districts encourage cooperative activities among member libraries in order to promote the sharing of total resources and thus improving service to local library users throughout Maine.

During FY 80 the Maine State Library retained the two major divisions of General Loan and Reference, and Library Development.

There have been no significant organizational changes during FY 80.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Circulation. Nearly 100,000 library items were circulated during FY 80. A special service is TALIMAINE (Technical Assistance and Library Information for Maine). This project connects the Maine State Library by computer with over 130 Lockheed Dialog data bases. This section also helps libraries in other state agencies.

Reference. Reference service is provided in person, by telephone, and via the mail. This is a statewide service which includes back-up reference help to local school and public libraries as well as to individuals. During FY 80 over 10,000 books were sent to local libraries and several thousand books were mailed to individuals living in towns without libraries. Also, over 26,000 reference requests were processed.

Technical Services. This section processed about 10,000 new library items for the central collection, seven bookmobiles and the Maine State Library Caribook Service.

Maine Regional Library System. The major goal of the Maine Regional Library System is to promote activities designed toward achieving equal access to total library resources for all Maine people. Specific FY 80 activities included: increased sharing of library resources via interlibrary loan; free access to major resource libraries; consultant services to the library districts and member libraries; library workshops and informational meetings; and direct state aid per capita to local libraries.

Bookmobiles. During FY 80 the seven bookmobiles and the Maine State Library Caribook Service maintained public library service to 261 rural Maine communities and lent books to 36 small public libraries in towns of population below 1,000 (below 2,000 in Aroostook and Washington Counties). Service points included Indian Reservations, nursing homes, senior citizen housing and a school for the handicapped.

Continuing Education. The Maine State Library coordinates statewide continuing education activities. During FY 80 courses were provided by the Maine Library Association (MLA) Standing Advisory Committee on Continuing Education.

Special Services. The Maine State Library coordinates the statewide distribution of talking books and large-print books to blind and physically handicapped persons. During FY 80 over 100,000 items were circulated to handicapped residents throughout Maine. This section also provides library consultant services to institutional libraries.

Film Resources. The Film Resource Services Program makes 16mm films available free of charge to community groups, institutions and public libraries throughout Maine. Circulation of films has increased from 1,545 in 1971 to over 15,000 in FY 80. The film staff participated in several film-making workshops.

Media Services. Television programs are acquired through the Instructional Television Services and are broadcast over the Maine Public Broadcasting System for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of 52 scheduled programs. During FY 80, over 2,500 Educational Video Services (EVS) programs were taped and distributed to 150 schools, public libraries and academic libraries. Via a relative need formula over $700,000. ESEA Title IV B funds were allocated to local school districts for their library-media development. Another activity is consultant service to school libraries, including the review of new school library construction.

PUBLICATIONS:

Downeast Libraries—$5.00

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	861,635	768,543			93,092	
State Share of Retirement	149,594	133,435			16,159	
Prof Service, Not By State	123,469	119,160			4,309	
Other Prof Serv, By State	—1,496	50			—1,546	
Travel Expenses, In-State	5,530	3,945			1,585	
Travel Expense, Out-State	4,242	1,597			2,645	
Operation—State Vehicles	28,481	24,436			4,045	
Utilities	35,412	31,102			4,310	
Rents	61,645	57,995			3,650	
Repairs	5,005	3,203			1,802	
Insurance	34				34	
General Operating Expense	66,107	50,453			15,654	
Fuel	4,768	4,768				
Other Supplies	171,991	154,485	613		16,893	
Grants to Local Govts.	109,522	109,522				
Grants to Pub. & Priv. Orgs.	187,865	92,300			95,565	
Public Assistance Grants	138				138	
Equipment Purchases	62,750	37,867	1,190		23,693	
Transfer to General Fund	336,199				336,199	
TOTAL EXPENDITURES	2,212,891	1,592,861	1,803		618,227	

MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Sta. #64, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count-All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers.

ORGANIZATION: A 1969 Governor's Task Force to Study Library Service in Maine, and the establishment in 1971 of the Maine Library Advisory Committee, culminated in An Act Creating Regional Library Systems (1973).

The Maine Library Commission, an important feature of the 1973 legislation creating Library systems, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one shall be representative of the disadvantaged.

PROGRAM: The Maine Library Commission held 4 meetings during FY 80. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide bookmobile services; and library consultant services.

Other FY 80 activities of note included sponsorship of an evaluation of regional services and recommendations regarding the allocation of state and federal funds for library programs.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $1,179 in FY 80 and are, by administrative decision, included with those of the Maine State Library Bureau.

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2184
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: May 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20 M.R.S.A., Sect. 2277
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education as such relates to the New England Regional Compact for Education. This plan is to include the development of a coordinated mechanism for the administration of the compact, the projected number of student spaces needed and projected costs over the next 10 years in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total number expended for the purchase of the space at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. Of the members first appointed by the Commissioner, 8 members shall be appointed for 2 years and 7 members shall be appointed for one year. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to the implementation of the Post-Graduate Health Professions Program statute. In FY 80, the Advisory Committee named two sub-committees to examine in depth issues relative to statutory intent based upon statistical data and review. Issues under examination by the Education Policy Sub-committee include: access for Maine's sons and daughters to post-graduate health education, financial assistance to students, heightening student career aspirations and the implementation of incentives to provide the recruitment and retention of health professions in underserved areas of the State. To address basic planning issues relative to the distribution of health manpower, a process for updating health manpower studies relative to supply and demand is in process by the Sub-committee on Health Manpower. Through the examination of these and other issues, the Advisory Committee on Medical Education is addressing its charge to identify clear objectives for public policy formulation.

PUBLICATIONS: Status Report—Advisory Committee on Medical Education June 1, 1979

FINANCES, FISCAL YEAR 1980: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 80.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 28 *Legislative Count:* 28

Organizational Units:
Administration Division
Education and Public Services Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy ". . . to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State. . ."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 80 the Museum continued an aggressive exhibit development program inaugurated in 1978 and aimed toward the completion of permanent installations on the museum's main "entrance level" floor. Simultaneously the museum developed the exhibit strategy for later development of exhibits on the museum's first and fourth floors. Considerable effort was invested in the search for materials (artifact collections) needed to plan and develop the museum's exhibits. The extensive cataloging program, started in 1979, was continued in FY 80. A reexamination of the museum's role in formal school education was initiated in an effort to provide greater services to a growing, and changing, audience. During FY 80 the museum welcomed its largest number of visitors ever...between 90,000 and 100,000 visitors.

Exhibitions. The museum continued in FY 80 to pursue the objectives for development of the "permanent" exhibits that was outlined in 1978. Very substantial progress resulted from a concentration of staff effort in the completion of these installations. The exhibits of Logging and Lumbering, Fishing, and Agriculture, though essentially completed in FY 79, were improved and new collections integrated during FY 80. The exhibitions of Shipbuilding, Ice

Harvesting and Granite Quarrying were undertaken with basic construction in all these areas being completed during this fiscal year. The 30-ton starboard section of the ship ST. MARY, brought to the museum during the previous fiscal year, received considerable attention as parts were repaired or replaced and the wood treated. Surrounding installations of shipbuilding tools and sailmaking equipment was planned and initiated.

The exhibits of both granite quarrying and ice harvesting were built from scratch to virtual completion during FY 80, beginning with the restoration of the granite wagon, the "galamander", which was displayed in the 1979 Augusta July 4th parade. Ice harvesting tools were organized and an exhibit using simulated ice developed.

Substantial activity was invested by the museum staff in the development and implementation of temporary exhibit installations. The major exhibit mounted, entitled "Take a Piece of Tin" represented the largest assemblage of tinware ever mounted in New England...some 550 pieces! A chair and table show, "To Sit On and Set On" featured furniture produced by nearly 40 Maine makers. "Niddy-Noddy" an exhibit of the museum's spinning and weaving collection, was located on the museum's first floor, while "Curators' Choice" on the third floor featured an exhibition of the finest artifacts donated to the Maine State Museum during the previous calendar year.

Collections. The museums' emphasis in collecting has been to improve the overall quality of the museum's holdings. To this end the staff has aggressively responded to leads and to collection offers. On some occasions materials have been purchased for the museum through private funds. The result of this activity has been an unprecedented number of fine works of art and artifacts acquired by the State Museum during FY 80. The most memorable artifacts secured have been Maine's first car, purportedly built in Bridgeton in 1895; Maine's oldest hearse, believed to have been used in Alna as early as 1810; a selection of some of Maine's oldest prehistoric Indian materials from Azischos Lake; two extraordinary powder horns; and, a number of other high quality artifacts. During FY 80 the museum received on loan a work of art destined to be donated to the State Museum...a primitive folk art painting by the artist "A. Ellis." This painting represents the single most valuable piece of art ever given to the State. In addition to those materials noted above and exhibited in Curators' Choice, the museum also secured such materials as a 1923 Packard Roadster in restored condition; and, an 1845 wool spinning machine which is believed to be the oldest machine of its type in existence. In all, over 10,000 new acquisitions were made by the museum in FY 80 and the total value of these acquisitions approaches the cost of the museum's entire budget.

Commitments for collection care made in FY 79 were continued in FY 80. These responsibilities include the furnishings of the Blaine House, the Stanton Museum collection from Bates College, and the Allie Ryan Museum in Castine. The conservation of many of these collections is discussed under "Conservation".

School Services. Approximately 15,000 students from throughout the State of Maine participated in formal educational programs and tours at the museum during FY 80. In addition, more than 2,500 students took part in educational programs presented in local schools by members of the Museum's educational staff. FY 80 also marked the beginning of a Junior Volunteer Program at the museum. Twenty students from area junior high and high schools provided assistance in the preparation of temporary exhibits, worked with the gallery staff during school vacations and helped test educational activities planned for the coming year.

The impact of rising energy costs has been felt most acutely in the area of school services. Overall visitation to the museum continues to grow, and increasing numbers of children come to the museum each year. However, formal field trip visitation seems to have, at least for the moment, peaked because of high fuel costs and inflationary strains on local school budgets. Therefore, the museum began the planning of a new educational strategy during 1980 which is aimed at serving a larger public during FY 81 and not increase the costs to the State.

Volunteer Program. Volunteers contributed over 4,000 hours of service to the museum this year Three volunteers have accumulated over 500 hours each of service since the start of their volunteer activity at the museum. Volunteers have worked on exhibits, assisted in research, aided in special projects in the conservation laboratory and acted as hosts and hostesses in the galleries and as interpreters in the exhibit areas.

Conservation. In FY 80 the museum continued a policy of providing conservation services to a large number of small museums and historical societies as well as the State's larger museums. Work was undertaken in FY 80 for the Baxter House in Gorham, the Bangor Historical Society, the Farnsworth Art Museum, the Maine Maritime Museum in Bath, the

Franco-American Heritage Society, as well as the Parks and Recreation Bureau, among many others. Especially significant during the fiscal year was the conservation of a large painting displayed in St. Anne's church on Indian Island in Old Town. This painting, which represented a major conservation challenge, is considered to be one of the most significant cultural artifacts belonging to the Indian community.

Considerable conservation effort has been invested in the works of maritime art in the Allie Ryan collection in Castine. To aid in this project, a paper conservator was added to the museum staff. Object conservation work continued on the materials recovered from the underwater archaeological site of the privateer DEFENCE in Stockton Harbor.

The museum inaugurated a workshop program to advise local institutions of collection care needs in conjunction with the Arts and Humanities Commission.

New Programs. The Maine State Museum was charged with responsibility for the administration of a new State law entitled "An Act to Encourage the Maine State Museum Commission to Collect Works of Art." Basically an estate tax law, the new statute permits works of art (broadly defined) to be accepted by the State in lieu of inheritance taxes if accepted by the Maine State Museum Commission. In the first employment of this law, the State Museum has responded by managing the settlement of the payment of taxes by the Bernard Langlais Estate. This transaction brought to the State nine sculptures by the late Mr. Langlais, which have, or will soon be transferred to the custody of several other private and public art museums and galleries where the public will have broad access.

The museum was also involved in the management of a new archaeological program growing from the discovery of an 11th century Norse coin among the artifacts given to the museum by an amateur archaeologist. The organization and interpretation of a collection of some 40,000 artifacts from the same site, plus additional site excavation at the location have represented a major activity for the museum's archaeology staff.

LICENSES, PERMITS, ETC.:

Any person, agency or institution, other than the several departments of the State and their authorized representatives, desiring to remove prehistoric, aboriginal artifacts from or excavate a prehistoric, aboriginal site on State-controlled land or those desiring to remove other artifacts or materials from or excavate an historic site on State-controlled land shall submit a written application for such authorization to the State Museum not less than 10 days prior to the proposed time of removal or excavation. (27 MRSA Chapter 13, Sub-chapter II).

PUBLICATIONS:

Everson, Jennie: TIDE WATER ICE OF THE KENNEBEC RIVER
The turn of the century ice industry on the Kennebec River, illustrated.
241 pp. ISBN 0-913764-03-5 . . . . cloth binding $ 9.95

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY
Facsimile reprint of 1829 edition with biographical introduction. Text only.
469 pp. ISBN 0-913764-00-0 . . . . cloth binding 14.00

Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9 . . . . cloth binding 14.00

Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
ISBN 0-913764-04-3 . . . . cloth binding 22.00

Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 . . . . perfect bound 8.95

Isaacson, Dorris A. (Ed.): MAINE: A GUIDE 'DOWNEAST'
Illustrated. 510 pp. American Guide Series, 2nd Edition
ISBN 0-913764-06-X . . . . cloth binding 6.50

Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE
1965-1974 Historical and Archaeological Findings of a 17th and 18th Cen-

tury Colony. Illustrated. 89 pp.
ISBN 0-913764-07-8 . . . . perfect bound 6.95
Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 . . . . perfect bound 2.95
Ostroff, Susan: A WOMAN'S PLACE...THE MAINE POINT OF VIEW, Illus. 44 pp.
ISBN 0-913764-09-4. . . . . Soft Cover 1.90
Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4 . . . . cloth binding 22.00

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	408,814	393,195	6,387		9,232	
State Share of Retirement	69,203	66,450	1,130		1,623	
Prof Service, Not By State	68,957	22,188	7,148		39,621	
Computer Service, By State	2	2				
Travel Expenses, In-State	6,164	3,344	295		2,525	
Travel Expense, Out-State	2,595	1,852	400		343	
Operation—State Vehicles	5,331	4,742	589			
Utilities	12,452	12,123	6		323	
Rents	1,810	151			1,659	
Repairs	2,223	2,057	92		74	
Insurance	468	466	2			
General Operating Expense	37,610	24,939	6,732		5,939	
Other Supplies	93,185	65,200	23,920		4,065	
Pensions	2,456	2,431	25			
Equipment Purchases	10,790	8,041	2,412		337	
Trans. to Gen.-Fund Sta-Cap	11,838		2,790		9,048	
TOTAL EXPENDITURES	733,898	607,181	51,928		74,789	

MAINE STATE MUSEUM COMMISSION

VERNON L. SEGAL, CHAIRMAN
ROGER L. GRINDLE, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation: 27 M.R.S.A., Sect. 82*
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held eleven meetings during FY 80 reviewing the Museum's program and policies. All gifts, bequests and other donations offered the Maine State Museum and recommended for acceptance by the Museum's professional staff were formally and legally accepted on behalf of the State.

The Commission worked on those legislative matters pertaining to the historical and cultural field. An appropriation for the scientific examination of the area where the Norse coin was located was obtained. Also established were two positions for the Visitors Service staff and one for paper conservator, increasing the Museum staff to 28 persons.

The Estate Tax bill, passed by the 109th Legislature, authorized the Maine State Museum Commission to accept works of art in lieu of estate taxes owed. The Commission, with the advice of the Arts and Humanities Commission, accepted 9 works of art from the estate of Bernard Langlais, Cushing, Maine, valued at $32,400 for tax purposes.

The Commission honored the volunteers who served the museum throughout the year with a luncheon during National Volunteer Week in April. They also hosted two receptions, one for the opening of the Curator's Choice exhibit in January, and one for the opening of the tinware show during Maine Cultural Heritage Week in March.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $2,380 in FY 80 and are, by administrative decision, included with those of the State Museum Bureau.

SCHOOL OF PRACTICAL NURSING

PATRICIA A. TOTO, DIRECTOR

Central Office: Gilman St., Waterville *Telephone:* 873-3175
Mail Address: Gilman St., Waterville, Maine 04901

Established: 1956 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 439; *Citation:* 20 M.R.S.A., Sect. 51

Average Count-All Positions: 6 *Legislative Count:* 8

PURPOSE: The School of Practical Nursing was established in 1956 for the purpose of preparing qualified persons for licensure as Practical Nurses in Maine. Traditionally the program's standards have been maintained at a level well above the minimums established by the State Board of Nursing, keeping this School in high standing statewide. Because of the high standing, applications come from prospective students from all sections of the State upon recommendation of professionals in the medical field.

ORGANIZATION: The School of Practical Nursing, the second school for the training of Practical Nurses in Maine, was opened with the first class entering in April 1957. In April 1958, the first class of 7 was graduated. The school, at that time, occupied only part of the first floor of the building used as a nurse's home for the then Sister's Hospital. In due time, the school occupied the entire building, using the upper two floors as dormitory rooms for female students.

In 1973, the School occupied only the first floor, releasing the rental of the dormitory rooms to the landlord who discontinued this facility in 1977. As of September 1, 1978, the School was moved into larger and more centrally located quarters on Gilman Street. Classes are limited to a maximum of 44 students (male and female) due to limited clinical facility availability. The School is approved by the V.A. and Army Reserves for training of L.P.N.'s.

The Maine School of Practical Nusing, by order of the 109th Legislature, was incorporated into Kennebec Valley Vocational Technical Institute. This will become effective July 1, 1980.

PROGRAM: The School Year runs for 44 weeks, from the first week of September through the fourth week of August. Included in the 44 weeks are two one-week vacation periods. The Program is as follows - Basic Period - 16 weeks, Intermediate Period - 8 weeks, and Senior Period - 20 weeks. During the Senior Period students are supervised in the clinical area 24 hours per week, remaining 12 hours in the classroom.

The course includes a continuously up-dated curriculum and closely supervised clinical practice in health care facilities. A mature and stable staffing pattern utilizes the skills of 5 full-time and 3 part-time registered nurse instructors, and 1½ office persons. Arrangements are made with the Mid Maine Medical Center for an instructor in Nutrition and Diet Therapy. This instructor is a registered dietician and is a member of the A.D.A. This arrangement has been very successful.

The course plan includes Nursing Theory and Practice, Pharmacology, Basic Science, Terminology, Professional Vocational Guidance, Mental Health Concepts, Nutrition and Diet Therapy, Maternal and Child Health, and Adult Nursing, which is an all inclusive subject. All courses are correlated in order to give the student a smooth course of instruction.

PUBLICATIONS:

School Brochure- sent to Guidance Directors for reference use, also sent to applicants requesting information. Free

Procedure Book- revised each year by the Procedure Committee, gives instruction in all procedures graduates of this school are expected to know. This is constantly being up-dated during the school year with additions of any new methods used in health care facility. This book is provided to each new student. It is a reference book and students are expected to keep it up-dated throughout the year. Free

Student Handbook- is written by the Policies Committee of the School and sent to accepted students with the final acceptance letter. The Handbook states all student-related policies of the School and a roster of school personnel. Free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SCHOOL OF PRACTICAL NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	141,956	141,956				
State Share of Retirement	22,536	22,536				
Prof Service, Not By State	975	975				
Travel Expenses, In-State	235	235				
Utilities	1,264	1,264				
Rents	1,793	1,793				
Repairs	192	192				
Insurance	6	6				
General Operating Expense	1,420	1,420				
Other Supplies	4,103	4,103				
TOTAL EXPENDITURES	174,480	174,480				

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2621
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20 M.R.S.A., Sect. 1B
Average Count—All Positions: 420 *Legislative Count:* 426
Organizational Units:
Division of Program Services
Division of Program Operations
Division of Adult Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes, regional technical vocational centers and schools of practical nursing; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Office of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM: The programs of the Bureau of Vocational Education are several but similar in form:

Vocational Education in Secondary Schools.

Agricultural/Agribusiness Programs: During Fiscal Year 1980, 37 programs of Vocational Agriculture were offered at the secondary level. These programs enrolled 1,250 students in such programs as wood harvesting, agricultural mechanics and agricultural production. Three V.T.I.'s are offering programs in the areas of wood harvesting, horticulture, and agricultural mechanics.

The State Board of Education adopted a position statement on agriculture and natural resources education in the State of Maine grades K-12. This support should foster new interest and activities that will improve childrens awareness of the importance of agriculture.

Business Education: Skill training in business education was made available to 570 students vocationally categorized. Similar training was accessible to several thousand students within business departments at 125 other schools providing general type business programs.

Nearly 50 business educators supported a series of in-service training sessions sponsored by BEAM (Business Education Association of Maine) and held throughout the state during 1979-80. Degree credits and/or recertification credits were issued to those making the request.

An FBLA (Future Business Leaders of America) assembly was attended by 250 business students and their instructors. This third annual session was another attempt to expand the interest in FBLA statewide. Sufficient interest was evidenced and the state director applied for and was granted a charter creating a State FBLA Chapter.

Data processing classes were conducted at ten Vocational Centers and/or satellite locations. These group sessions provided instruction for 402 students—a number of them from sending schools.

Distributive Education: During 1979-80, 679 students availed themselves of the training offered within 21 Distributive Education programs, three of which were located at postsecondary institutes.

A State Conference for DECA (Distributive Education Clubs of America) students was held in the spring of 1980 with a registration totaling 325.

Distributive Education Coordinators' attendance at a minimum number of work sessions was about 50%. Ten educators were present at a summer workshop of one-weeks duration.

Consumer & Homemaking Education: During the school year 1979/80, there were 125 senior high schools and 73 middle/junior highs offering Consumer and Homemaking education to students. There were also several of the 125 senior high teachers teaching junior high students at the same schools.

Eleven area meetings and one all-day regional workshop were held around the State to provide inservice education opportunities to home economics teachers. Consumer and homemaking funds were allocated for a one week workshop to train new home economics supervising teachers.

A two day leadership workshop was held in the fall of 1979 for the officers, district chairmen, and their advisers of the Maine Future Homemakers of America. The executive group provided leadership for about 600 girls and boys from thirty-seven chapters which were affiliated with the State and National Associations.

The State FHA Convention was held in April at Central High, East Corinth, with 350 youth and adults in attendance. The convention was preceded by an Executive Council meeting.

The State Home Economics Consultant who is also the State FHA Adviser accompanied two FHA officers and their adviser to the National Convention in Washington, D.C. in July. While there, the Consultant attended a meeting with other state consultants to prepare for the "Consumer and Homemaking Responsiveness Study" to be conducted for the National Institute of Education.

Six FHA District Conventions were held in the fall under the guidance of the State and District advisers.

The Maine Home Economics Resource Center continued to serve home economics, wage-earning, health occupations, and some other teachers through the dissemination of educational aids and workshops conducted by the coordinator.

The Center enables teachers to have access to up-to-date costly resources previously not available to them. About 4,800 materials, more than double the number the first year of operation in 1976-77, were disseminated. Teachers have identified the Center as the most valuable service ever provided for them.

The Resource Center Advisory Committee met twice during the year to provide input to the coordinator for new resources and administration of the Center.

A Junior High Co-Ed Activity Guide was edited and should be ready for distribution by the fall of 1980.

Several editing sessions of the new handbook/curriculum guide were held during the school year. Assisting the Home Economics Consultant were University staff.

Ten sights in Maine participated in a "Consumer and Homemaking Responsiveness Study" conducted by an evaluator from the Contract Research Corporation, for the National Institute of Education. The evaluator spent nine days interviewing staff members of the Bureau of Vocational Education, University of Maine at Farmington and Orono, Southern Maine Vocational-Technical Institute, and seven LEA's. Maine is one of ten states which participated in the study mandated by Congress.

Consumer and Homemaking funds were allocated to three vocational-technical institutes to provide courses in home economics related areas. About 170 post-secondary students took advantage of the offerings.

The State Consultant met with the Director and staff of the Displaced Homemakers Project. She provided in-put for a Consumer Education grant submitted to the Office of Education in Washington. She also discussed with them plans for linkage through funding some home economics related supportive courses.

The Home Economics Consultant met with staff at the Maine Correctional Center in South Windham to discuss developing a home economics program at the Institution. The visit was received very positively and a proposal has been submitted for a one year program starting in the fall of 1980.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting in Waterville to advise the State Consultant on teacher needs for in-service, curriculum development, and other concerns of home economics teachers. The annual meeting and workshop for this group was held during Teacher's Convention in Bangor in September.

Industrial Arts: Some 25,000 junior and senior high school students were provided opportunities to explore technology and industry by 194 industrial arts programs throughout the state of Maine during the year. There are 132 senior high and 62 junior or middle school programs with 390 instructors.

A new curriculum, Solar Concepts, which deals with solar energy and how to teach its concepts, was introduced to industrial arts instructors. It was developed through a grant from the Bureau of Vocational Education's Research Coordinating Unit by the Maine Audubon Society.

A Resource Guide in Manufacturing/Construction for Elementary and Secondary Schools was also introduced to the industrial arts instructors in Maine to assist them in implementing the Manufacturing/Construction concept in their laboratories. This publication was put out by the Bureau of Vocational Education with the help of other instructors in the State.

Instructors throughout the state have had the opportunity to attend workshops and follow-up workshops dealing with the conversion to the metrics system.

Health Occupations: The Bureau continued the coordination of effort with the Maine State Board of Nursing and the Maine State Nurses Association as pertains to the dissemination of information on pertinent legislation, career mobility, and future directions of nursing education in Maine. This effort was accomplished via workshops, forums involving instructors and administrators, and broad representation from other State institutions and agencies as well as through the input of the Maine State Advisory Board for Health Occupations Education and the professional association, M.H.O.E.A. (Maine Health Occupations Education Association).

The Bureau continued the issuance of State Certificates of Training for Vocational Education programs offering Assistants to Nurses training programs through secondary, postsecondary, and adult education. A permanent record file is maintained in the State H.O.E. Consultant's office.

A major curriculum development project was completed and the new 1980 State Secondary Health Occupations Education Curriculum Guide was printed and disseminated.

In May of 1980, the Maine State Board of Nursing gave final approval for the implementation of a pilot project in Career Mobility to begin in the fall of 1980 at K.V.V.T.I. in Waterville. This project signifies an attempt to answer the State and National outcry to open up otherwise dead-ended careers to allow for horizontal and vertical career mobility. The Waterville project will link qualified completers from Basic Certified Assistant to Nurses level to the Practical Nursing program via advance placement. A second phase of the vocational career mobility plan for nursing education is in the planning stages and will, if approved by the Screening Committee, allow already licensed practical nurses with one year of successful employment to obtain advance placement into an associate degree R.N. upgrade program.

Wage-Earning: Increased emphasis was placed upon upgrading teaching skills with special emphasis upon meeting the needs of handicapped/disadvantaged students in vocational programs.

Two workshop courses were offered for Vocational Child Care Instructors and two workshops were held for Foodservice Instructors.

Additional funding support for the Resource Center Depository at UMF provided many new audio-visual and curriculum resources to teachers on a free-loan basis.

The State Advisory Board for Vocational Foodservice programs made major policy changes resulting in the upgrading of program standards, particularly as pertains to Sanitation issues and practices. Most vocational Foodservice Instructors have now completed the N.I.F.I. (National Institute for the Foodservice Industry) program for national certification in Sanitation. This program has been sponsored in cooperation with the State Sanitarian's office.

Increased visibility was given to the importance of youth organizations as an integral part of vocational curriculums via teacher in-service education. The chairperson of the National Advisory Board for H.O.S.A. (Health Occupations Students of America) spoke to Maine teachers and presented curriculum modules for classroom use.

Trade and Industry: One hundred and forty-nine Trade and Industrial programs covering approximately thirty areas of study was provided which served 4,872 vocational students in 52 locations.

One of the major successes in the Trade and Industrial area has been in inservice education. More than 50 courses and workshops were provided throughout the State to improve staff competencies and awareness. These include: safety, sex equity, craft committees, and, methods and techniques to assist vocational instructors in working with special population students.

Craft committee data shows greater involvement of the business and industrial community in terms of its awareness and input into program development.

Three major goals that the Bureau of Vocational Education has for FY 1981 includes providing, a full time trade and industrial consultant, vocational counselors for each regional center and region, and, increased services to vocational instructors in the area of competencies to serve the special needs population.

Handicapped Persons: Vocational Education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in Individual Education Programs. When projects are approved these projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and followup, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Program.

A total of 11 pilot projects were funded by the Bureau of Vocational Education with federal monies. During the year 234 handicapped students were served by vocational programs. In addition to these pilot projects, many handicapped students are receiving their vocational training through ongoing programs funded with state and local dollars which brings the total enrollment to 516.

Two of the long range goals planned for FY 1980/81 are: 1) to develop a cooperative agreement between the Division of Special Education, Bureau of Rehabilitation, and the Bureau of Vocational Education, 2) to design a demonstration project that will provide comprehensive services for the handicapped that cannot currently be paid for with state or federal vocational funds. This demonstration project may include the following agencies: CETA, Special Education, and Vocational Rehabilitation.

Teacher Training: During FY 1980 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped. This school year $147,008 was allotted to provide 155 workshops helping 1,765 vocational educators.

Workshop topics were in the areas of: safety, craft committees, training in the use of curriculum, mainstreaming of handicapped and disadvantaged students, methods of instruction, community involvement, evaluation, sex equity, and new teacher seminars.

Construction of Schools: Vocational Region 4, Southern Penobscot County, started construction in early May of 1979. The completion date of this building will be July 1980.

Region #11, Southern Oxford County, has outgrown the leased facility it is presently occupying and is currently developing a construction plan to be submitted to the State Board in July 1980.

Vocational Region #10, Eastern Cumberland-Sagadahoc County, has a building committee and is preparing a plan to bring to the State Board in FY 81.

Exemplary: The Maine Audubon Society will be designing, developing, and testing energy curriculum materials in five occupational areas in five selected secondary and postsecondary schools.

Maranacook Community School was approved to continue a demonstration on Community Based Career Education for secondary school students. Under the demonstration, students spend a portion of the school day in unpaid work situations learning about jobs and people in their community. The experience assists students in making more appropriate vocational choices and to understand the variety of occupational options available to them.

Research: A project to demonstrate an effective vocational education delivery system for handicapped students was awarded to School Administrative District #6, Bar Mills, Maine.

A project to demonstrate strategies and procedures in working with handicapped students was awarded to Vocational Region #8, Rockland.

To supplement and enhance the research and demonstration projects, a number of workshops were conducted to increase the effectiveness of vocational educators working in the projects.

Vocational Education in Postsecondary Schools. Maine has six postsecondary vocational technical institutes (VTI's) located throughout the State. These institutes are funded by the state legislation while the State Board of Education has responsibility for operation, administration and supervision of these schools through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire vocational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational technical institutes. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma and certificate level.

Full-time daytime enrollment at the VTI's for fiscal year 1980 was 3,190. Each institute offers an adult education program and enrollment for 1979-80 is estimated at 15,430 students.

The VTI's offer an estimated 70 programs each year. In 1979-80 they employed 260 instructional staff and have an administrative staff of 37.

Student aid is made available to VTI students through College Work Study, Free Education, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at individual VIT's. Remedial programs are offered through Federal Vocational Education funds. CETA programs are funded at the VTI's under the 5 percent Vocational Education Grant through CETA Title I funds.

As a result of the bond issue in June of 1980, additional buildings and repairs were approved for the VTI system.

KVVTI—Industrial Trades Building
NMVTI—Mechanics Trade Building
SMVTI—Machine Tool Mechanics Building
EMVTI—Renovations to roofs

VTI Work Study: College Work Study Programs are offered by each of the six postsecondary vocational technical institutes to aid students with their educational costs. During fiscal year 1980 an estimated 500 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers and groundskeepers.

Industrial Education Degree Programs: Four Hundred Nine persons are matriculated in Industrial Education degree programs. At years end, 27 received baccalaureate degrees in Industrial Education and 27 received baccalaureate degrees in Industrial Technology. In addition, a two-week pre-service workshop will be provided for all new vocational teachers entering teaching in the summer of 1980.

Cooperative Vocational Education and Work Study Programs: In school year 1979-1980, 61 cooperative education programs were operated in the state. Of the total number, 34 programs were offered through regional-vocational centers and 27 through the vocational regions. A summer workshop during the summer of 1979 was held at Bryant Pond Conservation School for the coordinators of the cooperative education programs in concert with the In-Service Training Division of the University of Southern Maine at Gorham. A similar time frame has been established for a summer workshop in 1980. The consultant for cooperative education completed twenty individual program reviews of cooperative vocational education programs, which included statements of fact, commendations, recommendations, and observations.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1980 fiscal year, total enrollments in these categories were nearly 21,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing—a method of guiding apprentices through related instruction—continues to be one of the Department's major thrusts.

Fire Service Training: During the year, 143 schools were conducted in skill areas, including pumps, hose, ground ladders, aerial ladders, breathing apparatus, extinguishers, and tactics, with approximately 1,600 firefighters successfully completing courses. Five area workshops were conducted for Command Officers, with 260 participating in these programs.

A new program on handling hazardous material emergencies was offered to emergency personnel. Over 500 received training in this new course.

The Fire Service Training Program continues to provide support service to week-end fire attack schools in various locations in Maine. Over 1,000 firefighters have participted in these activities.

The Consultant and Supervisor of Fire Service Training have served as consultants to various fire officials in the following areas: specification of new apparatus and tools, testing service for in-service promotions for fire departments, local fire defenses, fire department organizations and legal status. Several requests for training have been fulfilled for industrial fire brigades in industry.

Maine Adult Education Program. Public school adult education in the State of Maine includes the Adult High School Diploma Program, the GED program, General Evening School, community education, adult handicapped, adult basic (state funded) and adult basic education (federally funded). One hundred twenty local educational agencies in the State now offer some type of adult education programming. Enrollments during the school year 1978-1979 totalled nearly 62,000. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school programs offer courses in avocational skills. Basic adult education programs are offered those persons with a low level of educational attainment, and adult handicapped programs are geared for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process including the utilization of citizens' advisory councils.

Veterans Education: During FY 1980, the Veterans Education Programs unit of the Department continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents.

A major project throughout FY 1980 was to update all information related to the approval of programs offered by post-secondary schools and colleges in Maine. This project involved officials from Maine's vocational technical institutes; private colleges; business, medical and cosmetology schools; and the University of Maine system. It entailed a complete review and evaluation of already approved programs, new programs and school policies and procedures.

Another project undertaken during FY 1980 was to complete comprehensive reviews and evaluations of some of the larger job training establishments in Maine. For example, Bath Iron Works Corporation in Bath has 22 on-the-job training programs approved for veteran training purposes. The project not only included a review of the training program subject matter, training facilities, instructional materials and company policies and procedures, but also included a review of input (via a questionnaire) from program graduates and participants.

During FY 1980, the Veterans Education Programs unit continued approval and supervisory activities with 30 institutions of higher learning, 25 branches of these 30 institutions, 110 schools which offer non-college degree programs and 279 training establishments which offer one or more on-the-job training programs. There were over 4,000 veteran or dependent participants in these programs. They brought approximately $17,000,000 into Maine through the receipt of Veterans Administration educational benefits.

Disadvantaged Persons: Thirty projects were funded during FY 1980 and provided services to 3,280 secondary, post-secondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, staff training, and free educational opportunities for post-secondary students. The purpose of these funds is to insure that appropriate supportive services will be provided to help disadvantaged students benefit from vocational education.

These projects include services to Displaced Homemakers, Indians, and inmates at correctional institutions.

One of the major accomplishments for FY 1980 has been the development of an accountability system for the Maine Correctional Center designed cooperatively between the U.S. Office of Education, Bureau of Corrections, and the Bureau of Vocational Education.

A major goal for FY 1981 is to refine the accountability system for support programs at the vocational technical institutes.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1980 to ensure optimum control and effectiveness. This technique will be continued during fiscal year 1981.

All vocational schools are required to undergo program evaluation every five years. During fiscal year 1980, approximately one-fifth (1/5) of the secondary vocational schools entered into the state evaluation process. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results.

Four of the schools completed the process during this fiscal year.

Ten individual postsecondary programs were evaluated by Bureau staff in fiscal year 1980.

KVVTI received accreditation; and CMVTI and WCVTI received re-accreditation during 1979-80.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

PUBLICATIONS:

Various publications in the following categories are available free of charge:

Adult Education
Agriculture
Consumer and Homemaking Education
Home Economics Wage-Earning Programs
Industrial Arts
Trade and Industry
Vocational-Technical Institutes
Miscellaneous Bureau Publications

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	621,431	277,676			343,755	
State Share of Retirement	103,145	47,236			55,909	
Prof Service, Not By State	355,973	637			355,336	
Computer Service, By State	83,891				83,891	
Travel Expenses, In-State	33,156	5,493			27,663	
Travel Expense, Out-State	9,466	3,246			6,220	
Utilities	23,332	3,065			20,267	
Rents	3,159	2,884			275	
Repairs	5,531	2,623			2,908	
Insurance	3,567	3,160			407	
General Operating Expense	56,139	8,607			47,532	
Fuel	812	812				
Other Supplies	21,796	10,688			11,108	
Grants to Local Govts.	641,894				641,894	
Grants to Pub. & Priv. Orgs.	90,748				90,748	
Public Assistance Grants	50,000	50,000				
Pensions	381	381				
Equipment Purchases	201,646	200,819			827	
Transfer to General Fund	168,637				168,637	
Trans. to Gen.-Fund Sta-Cap	16,408				16,408	
TOTAL EXPENDITURES	2,491,112	617,327			1,873,785	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04201

Established: 1964 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20 M.R.S.A., Sect. 2263

Average Count—All Positions: 64 *Legislative Count:* 67½

PURPOSE: The purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical training. Full-time courses are aimed toward students who have completed or left the secondary school. Short-term courses are also provided for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As CMVTI expands, it is expected that most new courses will be at the technical level.

ORGANIZATION: CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the institute leased the old "Buick Building" in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The institute now offers 10 programs of study: Practical Nursing, Building Construction Technology, Machine Tool Technology, Automotive Mechanics and Associated Technology, Electro-Mechanical Technology, Graphic Arts Technology, Architectural and Civil Engineering Technology, Sheet Metal Technology, Stationary Engineering Technology, and Property Tax Assessment. Of these, only Practical Nursing and some career objective programs within the other programs are one year programs; all others are two year courses. CMVTI grants Associate Degrees, diplomas, and certificates to students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained three additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, and Electro-Mechanical Technology programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: Central Maine Vocational Technical Institute's program can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to place students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

Supplemental Programs. These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 80 there were approximately 500 full-time day students and approximately 2350 night students receiving supplemental training at the Institute.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog (current each year)
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL-TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,028,219	957,403	8,861		61,955	
State Share of Retirement	165,665	158,917	1,296		5,452	
Prof Service, Not By State	75,469	31,471	21,346		22,652	
Other Prof Serv, By State	78	78				
Travel Expenses, In-State	5,570	3,447	387		1,736	
Travel Expense, Out-State	1,637	1,096			541	
Operation—State Vehicles	6,773	6,773				
Utilities	81,233	81,171	62			
Rents	25,639	25,635	4			
Repairs	33,787	33,450	337			
Insurance	1,350	1,350				
General Operating Expense	23,284	18,197	5,000		87	
Food	61,735	60,421	1,314			
Fuel	70,272	70,272				
Other Supplies	186,320	162,782	22,375		1,163	
Public Assistance Grants	52,213				52,213	
Misc. Grants to Individual	60,137				60,137	
Pensions	349	349				
Equipment Purchases	70,921	52,743	18,178			
Trans. to Gen.-Fund Sta-Cap	2,463		1,009		1,454	
TOTAL EXPENDITURES	1,953,114	1,665,555	80,169		207,390	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR

Central Office: Hogan Rd., Bangor *Telephone:* 942-5217
Mail Address: Hogan Rd., Bangor, Maine 04401
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 441; *Unit Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 76 *Legislative Positions:* 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Construction of a mechanical building to house 4 programs (welding, heating, air conditioning and refrigeration) has been completed. The programs were implemented in 1979-80. EMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: During FY 1980, the Eastern Maine Vocational Technical Institute (EMVTI) has operated fourteen daytime programs and 140 Continuing Education programs. There were about 480 day school students and over 1890 Continuing Education students. Job placement has remained high with about 90% of the 1980 graduates employed immediately following graduation.

Major attainments for the year include:

1. Substantial progress toward reaching affirmative action goals
2. Savings in energy use (30%)
3. Improved Co-ordination with C.E.T.A.
4. Substantial improvement in instructional equipment

5. Accreditation of Medical Laboratory programs

The EMVTI Program is a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are encouraged to advance in personal work habits as well as developing skills for the work place.

A carefully tailored related subjects program seeks to improve the students skills in communications, mathematics, and social awareness that helps to turn out a well rounded worker.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog -'80

Program folder. Fourteen different folders, illustrated, giving detailed information about individual programs.

Student Handbook 1980-81

Adult and Continuing Education. A listing of fall semester CED courses (updated by semester).

Single brochure for all programs.

All publications are available without charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL A-BAC system.

EASTERN MAINE VOCATIONAL-TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,248,156	1,025,488	40,605		182,063	
State Share of Retirement	199,036	169,614	8,434		20,988	
Prof Service, Not By State	238,888	192,627	44,385		1,876	
Other Prof Serv, By State	467	106			361	
Travel Expenses, In-State	5,045	2,675	450		1,920	
Travel Expense, Out-State	3,938				3,938	
Operation—State Vehicles	10,127	10,115			12	
Utilities	65,607	63,807			1,800	
Rents	6,038	4,988	900		150	
Repairs	32,296	31,473	786		37	
Insurance	815	800	15			
General Operating Expense	29,268	19,949	6,088		3,231	
Food	6,644	6,644				
Fuel	66,105	61,105			5,000	
Other Supplies	247,022	135,434	102,197		9,391	
Public Assistance Grants	217,412				217,412	
Pensions	135	135				
Buildings & Improvements	2,585	2,585				
Equipment Purchases	161,057	161,057				
Trans. to Gen.-Fund Sta-Cap	3,583		1,497		2,086	
TOTAL EXPENDITURES	2,544,224	1,888,602	205,357		450,265	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BERNARD A. KING, DIRECTOR

Central Office: Gilman St., Waterville *Telephone:* 873-6133
Mail Address: Gilman St., Waterville, Maine 04901

Established: 1969 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20 M.R.S.A., Sect. 2263

Average Count—All Positions: 32 *Legislative Count:* 20

PURPOSE: Kennebec Valley Vocational Technical Institute's (KVVTI's) mission is to provide quality vocational programs and services to all persons interested in training or improving their skills for employment in a vocational technical occupation.

It is the school's specific intent to develop and place emphasis on programs that prepare students at the post-secondary level for job entry vocational positions. Any student whose aptitude, ability, and interest qualify him/her for training or employment as a skilled worker is eligible to apply.

The objectives of the Institute are based upon the central belief that the individual needs to become worthy of oneself and to be responsible to society. Self worth in both respects increases through education and the development of one's abilities. It is the Institute's belief that the vocational-technical education and the development of a person only begins with the acquisition of basic knowledge and a suitable skill; the process of education and development continue throughout one's lifetime.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs).

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician and Licensed Practical Nursing. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

Current KVVTI goals are as follows:

To expand current educational full-time and short term programs to meet predetermined individual and industrial needs.

Maintain the quality of current programs while incorporating means to enhance and enrich student horizons.

To continue to improve the efficiency and organizational structure of the Institute.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 200 regular day students and over 2,000 evening adults during FY 1980. Placement of graduates has averaged 85%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland and Damariscotta.

KVVTI received full accreditation by the New England Association of Schools and Colleges in December, 1979.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one year program requirements. Certificates are presented in the short term programs.

The NMVTI or UMA associate degree is granted to all students satisfactorily completing the two- year Business Administration or secretarial program at KVVTI.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans—free.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL-TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	350,404	258,277	9,570		82,557	
State Share of Retirement	57,719	42,672	1,630		13,417	
Prof Service, Not By State	94,908	10,778	58,226		25,904	
Travel Expenses, In-State	1,903	872	829		202	
Travel Expense, Out-State	100	100				
Operation—State Vehicles	1,905	1,800	105			
Utilities	16,626	16,037	589			
Rents	1,400				1,400	
Repairs	3,141	3,039	102			
Insurance	2,054	232	1,187		635	
General Operating Expense	29,205	19,613	5,344		4,248	
Fuel	27,225	27,225				
Other Supplies	52,574	24,178	18,251		10,145	
Public Assistance Grants	1,521				1,521	
Buildings & Improvements	14,872		14,872			
Equipment Purchases	2,026		2,026			
Trans. to Gen.-Fund Sta-Cap	490		196		294	
TOTAL EXPENDITURES	658,073	404,823	112,927		140,323	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

RICHARD KNIGHT, DIRECTOR
JAMES C. PATTERSON, Assistant Director

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20 M.R.S.A., Sect. 2263

Average Count-All Positions: 90.5 *Legislative Count:* 70.5

PURPOSE: The major goals of this Institute are to provide instruction in occupational skills and related subject areas. This assures the accessibility and diversity for graduates and adults to obtain and hold jobs and to make progress in their chosen occupations.

ORGANIZATION: This Insitute was formerly (1961-1964) the Northeastern Maine Vocational Institute. The campus is located on 87 acres in the center of the former Presque Isle Air Force Base, and operated during its first eight years in converted air force facilities. The first new building was completed in 1970, and three new buildings have been added since that date. The school began with 4 occupational training programs and has expanded to 17 occupational programs.

The enrollment has grown from 78 persons served during the school year, 1963-64, to nearly 3,100 persons being served by attendance at formal courses during FY 80.

NMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A M.R.S.A.

PROGRAM: During FY 80 the Day School Division served over 540 persons. The facilities equipment and faculty were also utilized by four high schools for specific occupational training activities not available to these high school students.

The Adult Education Division served over 2,550 persons throughout Aroostook County. This division coordinates vocational courses in other towns, offering training programs to industrial, business, military, health workers and supervisory personnel.

PUBLICATIONS:
Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
(These publications are all free.)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	1,460,076	1,048,785	99,608		311,683	
State Share of Retirement	229,337	172,957	22,959		33,421	
Prof Service, Not By State	113,158	11,851	65,985		35,322	
Other Prof Serv, By State	2,263	199	954		1,110	
Travel Expenses, In-State	21,055	9,966	5,001		6,088	
Travel Expense, Out-State	4,420	183			4,237	
Operation—State Vehicles	32,449	22,252	3,790		6,407	
Utilities	70,912	65,921	4,029		962	
Rents	96,297	31,109	24,082		41,106	
Repairs	24,600	12,008	6,560		6,032	
Insurance	4,236	723	3,424		89	
General Operating Expense	47,334	42,690	—6,916		11,560	
Food	164,191	103,867	59,986		338	
Fuel	224,178	202,861	16,395		4,922	
Other Supplies	315,387	177,155	122,656		15,576	
Public Assistance Grants	322,929	410	515		322,004	
Pensions	80,902	46,492	34,396		14	
Buildings & Improvements	6,400	5,000			1,400	
Equipment Purchases	109,437	101,779	7,531		127	
Trans. to Gen.-Fund Sta-Cap	11,421		5,370		6,051	
TOTAL EXPENDITURES	3,340,982	2,056,208	476,325		808,449	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count—All Positions: 163 *Legislative Count:* 106

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Electrical Technology
Electronic Communications
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Licensed Practical Nursing
Machine Tool Technology
Marine Science
Maritime Technician
Plant & Soil Technology
Plumbing & Heating
Respiratory Therapy
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,398 in the 79-80 school year. An additional five thousand persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI courses in York County Community College Services (YCCCS) had an enrollment of 391 students.

Financial Aid. The amount of financial aid obtained to assist students in completing their education amounted to approximately $500,000 for 79-80. Student assistance is received through federal programs of Basic Education Opportunity Grant, Supplemental Education Opportunity grant, National Direct Student Loan, College Work-Study and Maine guaranteed student loans. The number of recipients grew to over 400 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction program on campus has received commendation for its services and continues to serve veterans.

Institute per-student cost based on full-time equivalents is approximately $1,112. Job placement at graduation is holding at approximately 90%.

Other Activities. The Marine Science program option which is funded by Gulf Oil Company to train third mates and third engineers graduated its fourth class this year to accept these highly paid positions. The high quality and success of the program has elicited interest in expansion as well as other possible options by others in the industry.

SMVTI became the official testing site of combination heating units being introduced in the State. This honor is directly due to the recognized abilities of the Heating & Air Conditioning program staff. The students will gain the direct benefit of working with new up-to-date equipment as well as the testing experience A new building has been donated for the Energy Testing Laboratory of Maine.

The Respiratory Therapy program, which was initiated in conjunction with the Maine Medical Center and financial support from the Area Health Education Center (AHEC), the regional support center, graduated its fourth class this year. All of the graduates found immediate employment in their field. The program is accredited by the Respiratory Therapy accrediting board of the American Medical Association. The State Board of Education has the awarding of Associate Degrees in Allied Health Sciences.

Physically the campus continues to change from an old military installation to a modern educational institution. The first phase of a Marine Science building which will allow the consolidation of these services is now complete. The Plant & Soil Technology program has contributed much to the overall appearance of the campus. The new facility to house the Building Construction program is nearing completion. This building project was made possible by the bond issue approved by the voters in December, 1977.

Every effort will be made to continue a level of performance which will maintain the confidence of the students and the employers.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
Information Sheet
Admissions Policies
Program Brochures as follows:
- Applied Marine Biology & Oceanography
- Automotive Technology
- Building Construction
- Culinary Arts
- Electrical Technology
- Electronics Technology
- Electronics Communication
- Heating, Air Conditioning
- Hotel-Motel-Restaurant Mgt.
- Industrial Electricity
- Law Enforcement Technology
- Machine Tool Technology
- Marine Science License
- Plant and Soil Technology
- Wastewater Treatment Plant Operator (booklet)
- Respiratory Therapy (booklet)
- Plumbing and Heating
- SMVTI Catalog, 1980-1982

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SOUTHERN MAINE VOCATIONAL-TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,443,252	1,627,821	210,271		605,160	
State Share of Retirement	381,292	265,162	32,095		84,035	
Prof Service, Not By State	230,287	58,691	118,576		53,020	
Other Prof Serv, By State	—243	118			—361	
Travel Expenses, In-State	9,144	4,782	2,917		1,445	
Travel Expense, Out-State	13,580	1,556	8,626		3,398	
Operation—State Vehicles	23,177	20,063	3,075		39	
Utilities	157,933	156,249	1,580		104	
Rents	23,058	12,628	3,058		7,372	
Repairs	28,648	23,721	3,425		1,502	
Insurance	9,517	9,314	203			
General Operating Expense	161,911	133,364	23,704		4,843	
Food	85,147	63,275	21,872			
Fuel	212,974	212,262	712			
Other Supplies	289,842	152,216	86,506		51,120	
Grants to Pub. & Priv. Orgs.	—58,539				—58,539	
Public Assistance Grants	283,376		19,125		264,251	
Pensions	545	545				
Buildings & Improvements	24,769				24,769	
Equipment Purchases	199,644	144,019	51,651		3,974	
Trans. to Gen.-Fund Sta-Cap	15,505		6,065		9,440	
TOTAL EXPENDITURES	4,534,819	2,885,786	593,461		1,055,572	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

PETER G. PIERCE, DIRECTOR
RONALD RENAUD, Assistant Director
MARTIN H. ARSENAULT, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: P.O. Box 406, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20 M.R.S.A., Sect. 2263
Average Count-All Positions: 58 *Legislative Positions:* 43

PURPOSE: It is the primary purpose of WCVTI to prepare and train students to obtain jobs in their field of study upon graduation. The Institute implements this goal by providing the students with the specific skills necessary for entry-level employment in industry; the communication and computational skills necessary to pursue career goals, the skills necessary to secure and maintain employment; and career awareness and career goals.

ORGANIZATION: During the first few years, WCVTI was strictly a two-year school—much in the pattern of several of the other institutes. In consideration of many factors, the Institute has placed emphasis on programs that are one year or less in length. The three principal factors that influence the development of short-term programs were admissions, attrition and placement.

The curriculum consists of a balanced schedule of classroom study and realistic work projects. Students learn by doing, as well as by studying the theoretical and technical aspects of the field. Each of the seventeen instructional programs offered at WCVTI has been designed to train students to qualify for existing job opportunities. Course content is revised on an annual basis to conform with changes in the requirements, regulations and innovations of industry. Technical training at the Institute is enhanced by courses in communication and personal finance.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20, Chapter 303A, M.R.S.A.

PROGRAM: WCVTI enrolled 347 full-time and 1,137 part-time students during the 1979-80 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupations for which they were trained.

The current enrollment goal is 500 full-time day students.

LICENSES, PERMITS, ETC.:
Diploma
Certificate of Completion

PUBLICATIONS:
1. WCVTI Catalog 1980-81 (Free)
2. Individual Program Brochures (Free)
    Automotive Technology
    Boatbuilding Technology
    Diesel Service
    Electronic Communication
    Food Service
    Heating
    Home Construction
    Plumbing
    Residential Electricity
    Secretarial Studies
    Welding
    Wood Harvesting
    Commercial Fishing
    Marine Mechanics
    Marine Finishing
    Heavy Equipment Mechanics
    Retail Management
3. Women In The Trades

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL-TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	829,309	633,149	4,428		191,732	
State Share of Retirement	133,833	105,258	846		27,729	
Prof Service, Not By State	65,679	15,679	23,845		26,155	
Other Prof Serv, By State	706	237	28		441	
Travel Expenses, In-State	12,724	1,552	2,735		8,437	
Travel Expense, Out-State	2,173	102			2,071	
Operation—State Vehicles	20,844	10,038	9,971		835	
Utilities	76,557	76,686	4,071		—4,200	
Rents	42,049	11,119	12,867		18,063	
Repairs	20,032	8,135	11,897			
Insurance	24,299	19,983	4,316			
General Operating Expense	18,708	14,748	3,816		144	
Food	21,899	1,690	19,526		683	
Fuel	130,700	130,218	482			
Other Supplies	218,083	143,417	48,869		25,797	
Highway Materials	383	113	270			
Unemployment Comp Benefit	70	70				
Public Assistance Grants	10,154				10,154	
Misc. Grants to Individual	6,026				6,026	
Equipment Purchases	170,853	150,305	18,747		1,801	
Trans. to Gen.-Fund Sta-Cap	7,307		2,191		5,116	
TOTAL EXPENDITURES	1,812,388	1,322,499	168,905		320,984	

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 319; *Citation:* 30 M.R.S.A., Sect. 5301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose and object of the establishment of the Board is to enable the municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure to the State the collection of the taxes due from the said municipalities to the State.

ORGANIZATION: The Board is composed of the Commissioner of Finance and Administration, the Treasurer of State, and the State Tax Assessor, who serves as chairman.

PROGRAM: The board is inactive unless the conditions described below exist in one or more municipalities. No activity occurred in FY 80.

The board is authorized and empowered, in the event that a municipality becomes one year and 6 months in arrears in the payment of its taxes to the State in full or in part, or defaults on any bond issue or payment of interest due thereon, or refuses or neglects to pay school and other salaries due and has received from the state funds in support of its poor, to cause to be made an audit of the financial condition of said municipality. The audit will be at the expense of said municipality. An investigation of the financial affairs of such municipality can be made that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity, in the Board's judgment, require that its affairs be taken over and administered under the law. Further investigation of the affairs is then possible in order to determine the reason for such failure to pay such taxes and indebtedness and the reason for the need for state relief of its poor.

Whenever any municipality shall make application to the State for funds in support of its poor, the board is authorized and directed to cause to be made the audit and investigation provided for in the law.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

STATE EMPLOYEES' APPEALS BOARD

MORTON A. BRODY, CHAIRMAN

Central Office: 173 Main St., Waterville *Telephone:* 873-3309
Mail Address: 173 Main St., Waterville, Maine 04901

Established: 1967 *Sunset Termination Required to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 320; *Citation:* 5 M.R.S.A., Sect. 751

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

ROGER L. SEVIGNY, CHAIRMAN
STANLEY A. JONES, Executive Secretary

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3056
Mail Address: 32 Winthrop St., Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 791
Average Count—All Positions: 1⅓ *Legislative Count:* 2

PURPOSE: The Committee's main purpose is to carry on a continuing program to promote employment opportunities for qualified handicapped job applicants. Primary program functions and responsibilities as established by statute and assigned to the executive secretary, such as carrying on a continuing program to promote the employment of handicapped persons; working in cooperation with the President's Committee on Employment of the Handicapped. The Commission also cooperates with all employers and with all public or private agencies or organizations interested in locating or developing employment opportunities for those with either physical or mental limitations and with all agencies responsible for or interested in the rehabilitation and employment placement of the handicapped.

Other responsibilities of the executive secretary are to encourage or assist, or both, in the organization of committees at the community level and work closely with such committees in promoting programs in their respective areas. The Commission also conducts such educational programs as committee members consider necessary in order to better acquaint young adults with the numerous accomplishments of handicapped citizens, and develops a program focused on greater employer acceptance of qualified handicapped workers; informs all known handicapped job seekers of specific facilities available to assist them in locating suitable employment; and supports and promotes any federal, state or local program designed to make more public buildings accessible to and usable by persons with physical limitations.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

In 1964, and through another Act of Congress, the name of the Committee was amended by deleting the word "physically". This Act, requested by President John F. Kennedy in 1963, provided that the Committee program be extended to serve persons with mental limitations, as well as those with physical limitations, who seek employment opportunities. The name of the Maine committee was changed accordingly.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. The Committee is composed of 15 members appointed by the Governor.

PROGRAM: The Committee's areas of concern require maintaining a continuous public-relations type effort with emphasis on information and educational activities and projects that complement services offered handicapped job applicants by the State Bureau of Rehabilitation and the State Job Service. Close working relationships also are maintained with private and public organizations concerned with services to individuals with either physical or mental limitations.

Appointment of 24 new members by Governor Joseph E. Brennan in November provided the Committee with (1) the needed broader base expertise on some new areas of concern for disabled; and (2) considerable expansion of its geographical representation. Four standing subcommittees were established to encourage more active participation by the full membership. These were Employment; Legislation; Awards and Public Relations; Education, Information, and Concerns.

Information and promotional material, including films and a special slides presentation on barrier-free design, were provided numerous conference, seminars and "job-fair" programs sponsored by community and state agencies. These included a "Community Disability Awareness Week" program sponsored by the Special Education Division of the Bath School Department; and the two-day "Barrier Awareness Program" sponsored by the Sanford Town Planning Office.

The Committee's staff person continued to provide technical assistance and resources for those agencies required to comply with Section 504 of Public Law 93-112. There was a sharp increase in requests for assistance as the June 3, 1980 deadline neared for recipients of federal funds from the Department of Health, Education and Welfare (now the Departments of Education and Health and Human Services); and the proposed regulations were issued affecting recipients of funds from other federal departments.

Deering and Portland high school students shared honors in the 17th Annual "Ability Counts" Contest sponsored by the Committee. A Deering girl received the top state award and an expense-paid trip to Washington in May to attend the annual meeting of the President's Committee on Employment of the Handicapped. 138 juniors and seniors from sixteen schools have shared in the awards from this contest since the 1963-64 school year.

Goals FY '81. Re-establish regional and/or community committees; continue legislative efforts to strengthen and increase laws affecting disabled persons; and expand the awards program to recognize more employers, agencies and individuals whose activities clearly demonstrate support of the Committee's program.

PUBLICATIONS:

Affirmative Action for Disabled People (A Pocket Guide)
Affirmative Action to Employ Handicapped People (A Pocket Guide)
The ABC's of Hiring People with Disabilities
Your Rights as a Disabled Person
Maine Pocket Guide for Handicapped and Elderly Travelers (2nd edition)
(All Publications free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $30,938 in FY 80 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
RICHARD DARLING, Supervisor of Conservation Programs, Office of Energy Resources

Central Office: 295 Water St., Augusta c/o OER *Telephone:* 289-3811
Mail Address: Statehouse, Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all Standards and amendments thereto adopted by the Director of the Office of Energy Resources persuant to that chapter. The Council must also report in two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards.

ORGANIZATION: The only formal structure adopted by the Council was as follows: Chairman, Alan Mooney, Engineer; Vice-Chairman, Robert Nickless, Industrial Representative; Secretary, Harmon Harvey, Municipal Official.

PROGRAM: The Council was appointed in early 1980 and held their first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the Standards presented by the OER Office of Energy Resources staff. The Standards approved by the Council were delivered to the Legislative Energy and Natural Resources Committee for their review. The Council will review and give final approval to the Energy Efficiency Building Performance Standards upon their adoption in July, 1980.

FINANCES, FISCAL YEAR 1980: Public Law, Chapter 503 appropriated $23,625.00 to the Office of Energy Resources for implementation of that Chapter including support of the Advisory Council's activities.

STATE ENERGY RESOURCES ADVISORY BOARD

RICHARD R. J. MORIN, CHAIRMAN
JOHN M. JOSEPH, DIRECTOR
OFFICE OF ENERGY RESOURCES

Central Office: 295 Water St., Augusta *Telephone:* 289-3811
Mail Address: Statehouse , Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and in the research and development phase of the Office of Energy Resources' activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office. The Advisory Board also advises the Governor, the Legislature and the Director of the Office of Energy Resources on policy matters relating to energy developments.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: one member of the House of Representatives to be appointed by the Speaker of the House and one member of the Senate to be appointed by the President of the Senate and one representative of the Public Utilities Commission and with said Legislators to serve ex officio; and 6 members to be appointed by the Governor, such members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development, to include one representative of industry, one representative of labor, one representative of the academic community, 2 representatives of the general public and one representative of the business community.

PROGRAM: The Energy Resources Advisory Board met five times during FY 80: October, December, March and June.

The Board advised the Director of the Office of Energy Resources on all matters concerning the operation of the Office as well as on energy policy. Major tasks undertaken in FY 80 were review of the 1980 calendar year work program, recommendations on the office legislative package, and formulation of a posture regarding nuclear energy development. In addition, at the request of the Director, the Energy Resources Advisory Board assumed the responsibility of deciding on the award of research and development grants for native energy resource development.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

BOARD OF DIRECTORS OF ENERGY TESTING LABORATORY OF MAINE

GORDON L. WEIL, CHAIRPERSON, BOARD OF DIRECTORS
CARL R. FLINK, Director, E.T.L.M.

Telephone: 799-7303
Central Office: Tripp Bldg., Southern Maine Vocational Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 424; *Unit Citation:* 10 M.R.S.A., Sect. 1001
Average Count--All Positions: 14.4 *Legislative Count:* 0

PURPOSE: Effective September 14, 1979, the Board of Directors of the Energy Testing Laboratory of Maine was established to oversee the Energy Testing Laboratory of Maine which is within the Department of Educational and Cultural Services. Specifically, the Board has the authority to set policies concerning testing, product approval, labeling, reporting, consultant services, hiring subject to the Personnel law and other matters relating to the operation of the testing laboratory. Furthermore, the board of directors will conduct a study with regard to the scope and operations of the testing laboratory to assist in the enactment of additional legislation governing its operation. This study shall be submitted to the Governor and the 110th Legislature.

ORGANIZATION: The composition of the board of directors is as follows: the State Fire Marshal or his designee; one member of the Oil Burner Technicians Licensing Board, and one member of the Board of Boiler Rules, elected by the respective memberships of the boards; one representative of manufacturers of energy-related equipment, one representative of companies involved in the installation, but not in the manufacture of energy related equipment, one representative of the public, and one member from an insurance company's safety inspection department all appointed by the Governor; the Commissioner of Business Regulation or his designee; one member of the College of Engineering and Science of the University of Maine at Orono, selected by the dean of the college; and the Director of the Office of Energy Resources or his designee. A designee of the Commissioner of Educational and Cultural Services also served with the Board (to become a regular member in the following fiscal year). Members of the board who are appointed or elected are appointed or elected for terms of 2 years and serve until their successors are selected and qualified. Board members receive no compensation but are reimbursed for necessary expenses incurred in the discharge of their duties at the same rates as would apply to employees of the State, subject to appropriations made. Any decision of the board of directors is subject to review by the State Board of Education.

PROGRAM: The Board of Directors met 4 times during the year. It established three Committees, which met frequently.

Testing standards. The Committee studied ETLM 78-1, the standard developed at the Laboratory and approved it. The Board accepted this approval and decided to add a statement of policy with respect to the use of ETLM listing.

Finances and facilities. The Board authorized an increase in testing fees for furnaces and boilers. It also decided that the Energy Testing Laboratory of Maine (ETLM) should be located at S.M.V.T.I. Noting that there was an urgent need for new facilities, Howard Saturley, chairperson of the Committee, announced that he and other former employees of the late W.B. Tripp would give to the State a building in his memory to be used by the Laboratory. The gift was promptly made and the building was dedicated by Governor Brennan on June 24, 1980.

Operations. The Laboratory was authorized to hire 20 full- and part-time personnel on a regular basis to be paid out of fees. The Board decided to separate on-site quality control inspections from other activities and to define and limit consulting activities that might be undertaken by the Laboratory.

Activities. Under the supervision of the Director, the following equipment was tested: 45 boilers, 24 radiant stoves, 22 furnaces, 10 air circulating stoves and 8 other devices. This equipment was submitted for testing by manufacturers in the United States, Canada, Liechtenstein, Italy, Denmark, Germany, and Austria.

The test results have been recognized by the Building Officials Conference of America, International Building Code Officials and the Souther Building Code Conference, International, thus rendering its acceptance nationwide. State regulatory authorities, including the Oil and Solid Fuel Board of Maine and the Massachusetts Fire Marshal's Office, accept its listing. Other state agencies recognizing the Laboratory listing include Wisconsin, Arkansas and Connecticut.

A labeling service is available to manufacturers whose equipment has been listed. The Laboratory concludes quality control agreements with manufacturers whose equipment has been listed.

PUBLICATIONS:

ETLM Standard 78-1 TESTING FOR SAFETY—$6.50
ETLM Product Listing Director—Jan., 1980—$2.25

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER

Telephone: 289-2811
Central Office: AMHI, Ray Building
Incoming WATS line: 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972
Sunset Review Required by: June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 159 (includes 14 seasonal)
Legislative Count: 89 (includes 2 seasonal)

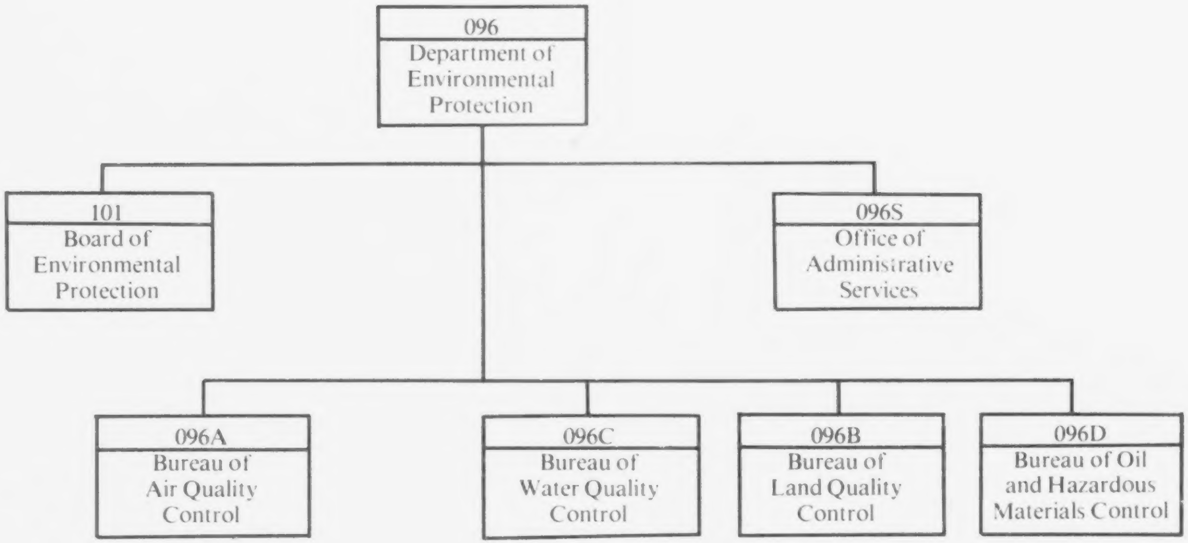
Organizational Units:

Board of Environmental Protection
Office of Administrative Services
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection was established to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The department, through authority vested in the Board of Environmental Protection, is empowered to exercise the police powers of the state to control, abate and prevent the pollution of air, waters, and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the state. It is further authorized to make recommendations to each legislature regarding classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution and to grant licenses and initiate enforcement actions according to environmental laws. It's staff also negotiates and enters into agreements with federal, state and municipal agencies; administers laws relating to protection and improvement of waters, including wastewater discharge, oil discharge prevention and control of oil-related pollution, and licenses sewage treatment plant operators. The department

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06


096
Department of Environmental Protection
101
Board of Environmental Protection
096S
Office of Administrative Services
096A
Bureau of Air Quality Control
096C
Bureau of Water Quality Control
096B
Bureau of Land Quality Control
096D
Bureau of Oil and Hazardous Materials Control

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF ENVIRONMENTAL PROTECTION

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	2,224,566	987,920	247,213		989,433	
State Share of Retirement	380,411	166,450	42,557		171,404	
Prof Service, Not By State	1,036,896	86,394	567,778		382,724	
Computer Service, By State	45,153	38,461	6,692			
Other Prof Serv, By State	—2,341	1,460	—3,898		97	
Travel Expenses, In-State	52,976	21,548	12,455		18,973	
Travel Expense, Out-State	36,107	8,879	5,767		21,461	
Operation—State Vehicles	42,195	24,533	7,915		9,747	
Utilities	140,142	90,093	29,139		20,910	
Rents	49,091	21,809	19,623		7,659	
Repairs	29,078	11,554	6,695		10,829	
Insurance	8,459	5,643	2,410		406	
General Operating Expense	178,097	113,156	29,786		35,155	
Fuel	3,581	906	2,365		310	
Other Supplies	140,193	50,921	34,403		54,869	
Grants to Pub. & Priv. Orgs.	4,723,992		2,691		21,412	4,699,889
Misc. Grants to Individual	1,750		1,750			
Buildings & Improvements	2,295	2,295				
Equipment Purchases	270,536	41,967	50,547		178,022	
Equipment Construction	2,030		2,030			
Trans. to Gen.-Fund Sta-Cap	101,297		24,634		76,663	
TOTAL EXPENDITURES	9,466,504	1,673,989	1,092,552		2,000,074	4,699,889

authorizes establishment of sanitary districts. It also administers laws relating to the protection and improvement of air, site location of development, minimum lot size, mandatory shoreland zoning and subdivision control, wetlands, great ponds, solid waste management, hazardous waste, and septic tank and cesspool wastes, and exercises whatever other duties may be delegated by the board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollutants and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control and matters relating to air pollution. That title was shortened to Environmental Improvement Commission in 1969.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection (BEP), hereafter referred to as the Board, and created a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control plus the existing Offices of Administrative Services and Technical Services. The position of director was elevated to commissioner, who also was empowered to serve as a member and chairman ex officio of the Board. The new DEP's responsibilities included administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act, the mining rehabilitation duties of the disbanded Maine Mining Commission, the Minimum Lot Size Law, plus its original statute, the Protection and Improvement of Water.

Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members appointed by the governor, for terms of three years. There were two representatives each from the public, industry, municipalities, conservation interests, and two knowledgeable about air pollution. In 1975, the 107th Legislature eliminated categorical representation, requiring instead that members be selected who have the "broadest possible interest and experience." That year, also, functions of the Office of Technical Services were absorbed by the three bureaus, and the office was eliminated.

Two legislative changes affecting operation of the BEP took place in 1976. In the first, the Commissioner's right to cast tie-breaking votes as chairman ex officio was rescinded. Secondly, calendar year 1976 saw preparation for the demise of the Executive Council. With that event, effective in January 1977, authority for confirmation of gubernatorial appointments of Commissioner and Board members shifted to the Legislature. Hearings on the qualifications of nominees are conducted by the legislature's Joint Standing Committee on Natural Resources.

In 1977, the first Regular Session of the 108th Legislature passed legislation initiated by the department to standardize the DEP's administrative procedures. Criteria which had appeared under the 13 separate statutes administered by the agency were removed from those laws and combined under Title 38 M.R.S.A., Chapter 2. The consolidation included the department's regulations, methods of processing applications, hearings procedures, judicial appeals, the handling of suspected violations, judicial enforcement procedures, and the standardization of penalties for violations of all environmental laws.

In the second regular session the 108th legislature adopted a DEP-proposed law which allows the department's organizational structure to respond to changing environmental conditions and needs. The law no longer requires the specific organizational units of the bureaus of Air, Land and Water Quality Control, and authorizes the Commissioner, with BEP approval, to modify the structure as needed. Also during the second session, the terms of Board members were increased from three years to four, effective July 6, 1978.

In 1979 Maine's solid waste management law was amended by the 109th Legislature to include hazardous waste and septage, and the department was directed to conduct a statewide survey of hazardous waste production. Upon completion of the survey the department is to prepare a plan for "the safe and effective management of hazardous wastes within this State."

The legislature also gave the board authority to specify substances which are hazardous and to establish rules for the handling of those substances. The new law provided criminal penalties up to $25,000 per day for violation of those rules, and gave the Attorney General and commissioner broader emergency powers. The legislature also directed the creation of a citizens' hazardous waste committee to advise the department.

PROGRAM: Fiscal Year 1980 marked the first year of operation under the joint State-U.S. Environmental Protection Agency Agreement (SEA) on key environmental issues. The SEA sets priorities for those issues on which the state and federal agencies will focus their efforts and funds during the federal fiscal year (October 1-September 30). Maine's first SEA contained 19 issues involving this department plus certification of pesticide applicators and drinking water management with the Maine Departments of Agriculture and Human Services, respectively.

Titles of the issues agreed upon by this department and the U.S. EPA were: 1) Public Participation; 2) Federal Funding Time Schedule; 3) State/EPA Agreement Time Schedule; 4) Integrated Incentive Grants Program; 5) Prevention of Significant Deterioration (PSD) of Ambient Air Quality; 6) Identify and Assess Acid Rain Problems; 7) Promulgation of Total Reduced Sulfur Emission Standard for Kraft Pulp Mills; 8) Study and Document Ozone Violation; 9) Solid Waste Program; 10) Hazardous Waste Program; 11) Dredged Materials; 12) Strategy on Uncontrolled Hazardous Waste Sites; 13) Construction Grants Management Delegation; 14) National Pollution Discharge Elimination System Delegation; 15) Clean Lakes Program; 16) New Source Permit Coordination; 17) Utilization of Sludge and Septage; 18) Ground Water Management Program; 19) Hazardous Materials Incidents Response. For each of these issues the SEA provides: (A) a one-year work plan; (B) a commitment of EPA resources to assist the state; (C) a commitment of DEP resources; and (D) the designation by name of EPA and DEP project managers for each issue.

When state Fiscal Year '80 ended on June 30, a majority of the 19 SEA issues' work plans were completed or on schedule toward completion by the end-of-federal-fiscal-year target date. This represented a major commitment of staff and the application of several million dollars toward resolution of the 19 issues. Meanwhile, preparations for the FY '81 SEA were moving on schedule; a statewide SEA public workshop and highlight of the public participation phase was conducted on June 23 in Augusta with more than 200 in attendance.

The issue of hazardous waste continued to grow in significance throughout this fiscal year, with the department, press, and public growing increasingly aware of abhorrent handling and disposal practices. Near year's end these concerns resulted in creation of the first new bureau since the department was created in 1972.

The Bureau of Oil and Hazardous Materials Control came into existence in May, established as authorized by state law, through recommendation by the commissioner and vote of the board. The new bureau incorporates staff and functions of the former Division of Oil Conveyance Services from the water bureau plus staff and functions of a small hazardous waste team formerly located in the land bureau. In June the water bureau director was appointed acting director of the Bureau of Oil and Hazardous Materials Control pending selection of a permanent director.

The following represents additional details concerning air, land and water quality control in FY 80.

Air Quality Control. The quality of Maine's air is judged by the amount of six air pollutants present. These six chemicals, for which ambient air quality standards have been established, are total suspended particulates, sulfur dioxide, carbon monoxide, nitrogen dioxide, lead, and ozone.

The federal Clean Air Act Amendments of 1977 required states to review air quality data and designate those areas where standards for the six pollutants were not being achieved. This Act then required states to submit a "State Implementation Plan" to show how the state would attain the standards. In Maine, the following areas were designated as not achieving the standards, and the state submitted an implementation plan for them: Bangor for carbon monoxide and particulates; Lewiston for carbon monoxide; Thomaston, Augusta, and Baileyville for particulates; Millinocket for sulfur dioxide; and the entire southern part of the state for ozone.

EPA approved Maine's implementation plan with some minor adjustments. The state expects to achieve all required standards by December 1982, the date generally required by federal law. A major effort is now underway to accomplish the actions needed for attainment of the standards by the end of 1982.

The ongoing state monitoring program has discovered two new specific problem areas. Madawaska has shown high sulfur dioxide levels and Presque Isle has shown high particulate levels. The bureau is continuing to study these areas and may designate them as nonattainment in the near future. In addition the bureau is studying several other areas that show possible air quality problems.

Another aspect of the air pollution control program that has been expanded to meet newly developed federal requirements is a program called Prevention of Significant Deterioration (PSD). PSD requires that air which is cleaner than the standards require be protected as a natural resource. Regulations to implement this program were adopted and submitted as a part of the State Implementation Plan Revision. The regulations have been approved by the federal Environmental Protection Agency, and the State of Maine is now operating this program. As a result, new or modified air pollution sources in this state are not required to obtain additional federal permits.

State of Maine air pollution law requires legislative approval of ambient air quality and source emission standards adopted by the Board of Environmental Protection. All appropriate standards and regulations mentioned in the above revisions to the State Implementation Plan have been enacted by the legislature and are permanently in effect until modified by either the Board or the legislature.

Currently the development with the largest impact on air quality in Maine and the associated regulatory control program is the increased pressure, both economic and governmental to convert to coal and other potentially dirtier fuels. The bureau is attempting to develop regulations to avoid air quality problems yet allow such switches as expeditiously as possible. A proposed management approach has been developed, and workshops have been held around the state to collect information from possible suppliers and users of coal, as a first step in developing regulations. Final regulations are expected by early fall 1980.

Summary of Air Quality Activities

Permanent State-Wide Network Sites:	*Number of Monitors*
(For identification of problem areas, background data and trend analysis.)	14 Total Suspended Particulate 14 Sulfur Dioxide (Manual)

2 Sulfur Dioxide (Continuous)
3 Ozone (Continuous)
4 Lead
2 Carbon Monoxide

Special Study Sites:
(For detailed investigation of known air pollution problems.)

36 Total Suspended Particulates
15 Sulfur Dioxide (Manual)
4 Sulfur Dioxide (Continuous)
1 Nitrogen Dioxide (Continuous)
9 Nitrogen Dioxide (Manual)
3 Ozone (Continuous)
1 Lead

In addition, the Bureau has required many industries to operate ambient air monitoring programs and submit the data to the Bureau. The Bureau, therefore, has access to and reviews air quality data from close to 100 sampling locations throughout the State. Many of these sampling locations measure more than one pollutant.

Enforcement:

Notice of violations served.	41
Abatement orders negotiated	13
Violations referred to Attorney General for action.	1
Fines and penalties collected.	$10,500.00
Citizen complaints investigated	263

Land Quality Control. The Bureau of Land Quality Control is responsible for administering nine environmental laws and three federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Small Hydroelectric Generating Facilities Law; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumpings.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of solid waste management, coastal zone management and coastal energy impact. These responsibilities are carried out through an organization comprised of three divisions.

Division of Review and Planning: The division is responsible for reviewing and making recommendations to the Board of Environmental Protection on applications for land related permits issued by the board. In addition to permit review, the Division:

a) reviews projects for consistency with portions of the Maine Coastal Zone Management Act;
b) is playing a major role in the review of outer continental shelf oil exploration;
c) is working on a joint permit application to cover both state and U.S. Army Corps of Engineers permits for activities in the tidal waters of the State of Maine;
d) is coordinating early review efforts with respect to a major copper/zinc mine in northern Maine:
e) processed the following numbers of applications in fiscal year 1980:

	**Board*	**Staff*	*Total*
Site Location	174	65	239
Wetlands	155	20	175
Great Ponds	20	173	193
Minimum Lot	27	3	30
Delegation of Authority (Site & Wetlands) to qualified municipalities	1	0	1
Hydroelectric	1	0	1
	378	261	639

"Board" refers to applications which were processed for transmittal to the Board of Environmental Protection together with staff recommendations for approval or denial. "Staff" means those applications for which staff issued approvals or denials under authority delegated by the Board.

Division of Technical Services: This division was established as a result of a reorganization within the land bureau and is responsible for providing technical support for the bureau and department. The Technical Services Division also replaces many of the functions of the previously existing Waste Management Division. The division consists of the Engineering, Geological, and Municipal Services Units.

As implied in the unit titles, engineering and geological services are performed for the department and bureau. The Municipal Services Unit performs support functions including the promoting of recycling and resource recovery, training, and supplies information on user fees, regionalization of waste facilities, as well as volume reduction options such as shredding and gailing.

Two separate management paths are now being pursued for treatment plant sludges with "clean" sludges going to composting and urban-type marketing distribution systems while "contaminated" sludges are going to contained landfills. Enforcement was taken against several municipalities for failure to comply with state septage laws.

The septage program continues with the Geological Services Unit. By law, every municipality is required to provide a DEP-approved disposal site for septic tank sludge. This year a total of 36 septage applications were processed and enforcement action was taken against seven municipalities for non-compliance.

The proposed State Solid Waste Management Plan is now in the process of being revised and is scheduled, after approval by the B.E.P. and the Governor's Office, to be submitted to the U.S. Environmental Protection Agency by January, 1981. The open dump inventory, which is one of the elements of the plan, is currently underway. Twenty-four solid waste disposal facilities are to be evaluated and classified as either open dumps or landfills during this year's inventory process.

Division of Enforcement: The Division of Enforcement is made up of three regional offices in Portland, Bangor, and Augusta. The Portland regional office is staffed by two people; Bangor is staffed by two people; and Augusta is staffed with one field agent, one special assistant and the division director.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region.

In addition to its routine work during this fiscal year the division became responsible for all land bureau enforcement work including solid waste, sludge and septage enforcement formerly handled by the previously existing Waste Management Division.

This year two important evaluations of Maine's solid waste facilities were made. First, last fall and winter all the dumps were evaluated to set a priority for enforcement actions. Second, the division was assigned administrative responsibility for the Solid Waste Management Subsidy Law which reimburses up to 50% of the operating costs of solid waste facilities found to be in substantial compliance with the department's operating regulations. The division also started the initial phase of inspections of solid waste facilities under the Federal Open Dump Inventory Program. Under this program all solid waste facilities will be classified and those not operating in such a way as to be equivalent to sanitary landfills will be required to upgrade or close.

The division is responsible for the inspections of some 1,100 outstanding permits and resolution of approximately 200 complaints each year.

Water Quality Control. The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting to the legislature their best uses and recommended classifications. Once legal standards have been set, the bureau must see that the classifications are attained and maintained. Many other activities of the bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Federal Water Pollution Control Act. Federal funds for the past three fiscal years have included approximately $600,000 per year of program grant funds to aid the bureau in carrying out its responsibilities under both state and federal law. New responsibilities associated with the 1979 takeover of the construction grants program have been added in accordance with the delegation agreement. Grants to aid communities in construction of pollution abatement facilities in this fiscal year totaled $30.1 million of federal money and $6.1 million in state funds.

Division of Laboratory and Field Studies: The division provides technical services for the department's water bureau and the water-related activities of the land bureau. It maintains a fully equipped laboratory in Augusta for determining nutrients, metals, hydro-carbons, bacteria, oxygen demand, and many other water quality parameters. The department has recently purchased a mass spectrometer which will give the division analytical capabilities to detect trace organic pollutants. The division provides a vertically integrated sample collection through analysis operation. Additionally, it performs special services such as intensive surveys of aquatic problems, time of travel measurements, and stream gauging. These services are available to all divisions of the department.

Current activities include the monitoring of almost 100 municipal and industrial treatment plants, 29 important river and ocean points, and 120 ground water test wells throughout the state. In addition, the division provides laboratory services for the enforcement activities of the Department and the statewide federal "208" planning effort. The division is also performing a major intensive survey of the Androscoggin River. Significant resources are now being provided to support department activities in hazardous materials concerns.

Division of Operation & Maintenance: This division's major responsibility is the inspection of wastewater treatment facilities.

The division also reviews operation and maintenance manuals as well as some aspects of plans, specifications, and reports relating to municipal and industrial wastewater treatment plant construction. In addition, the division reviews effluent monitoring reports in order to track license violations. Other functions include the wastewater treatment plant operator certification program and computer entry of license parameter data.

During Fiscal Year 1980 this division assumed the responsibility of responding to all complaints relating to acts that might contribute to water quality violations.

The division's future efforts will be to continue the above listed responsibilities with emphasis on continuing to bring problem treatment plants into compliance as well as updating the operator certification program. In addition, the division will be adding an inhouse training program to better acquaint the staff with various aspects of wastewater treatment.

Number of wastewater treatment plants inspected during 1980:
Municipal—215
Industrial—98
Residential/Commercial—998
*Sanitary Surveys Conducted—4
Citizen Complaints Investigated—297

*A sanitary survey is a door-to-door inspection for improper, malfunctioning, or illegal sewage disposal systems.

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning and construction projects for municipal wastewater treatment facilities. The program is a three-step operation that utilizes both federal and state grants. The source of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are normally funded by 75% EPA funds, 15% DEP and a local share of 10%. The three steps are: preliminary planning to identify the problem and offer alternative solutions (Step I); the preparation of construction plans and specifications for the option selected from the Step I process (Step II); and the actual construction of the wastewater treatment facility (Step III).

Since the program's inception, over $400 million of water pollution abatement facilities have been built in the State of Maine. There are 106 municipal treatment facilities in operation as of this writing. The program appears to be solid in the future and it is anticipated that approximately $240 million in water pollution abatement planning and construction projects will be funded in the next four year period, beginning October 1, 1980.

Fiscal Year 1980 federal funds from the Environmental Protection Agency were frozen by President Carter. The presidential freeze delayed Maine's municipal pollution abatement program by one year. The FY 80 appropriation allotted $29.1 million in Maine. Maine will receive the FY 80 funds over the next twelve months commencing in September 1980.

During the period from October 1, 1979 to September 30, 1980, the following projects will have been funded from carryover FY 79 funds:

Step I I—Herman, Rockport, South Berwick Sewer District, Union and Washburn.

Step II —Aroostook-Prestile Treatment District (Caribou), Brunswick Sewer District, Guilford-Sangerville Sanitary District, Machias, Portland Water District (Gorham) and Sabattus Sanitary District.

Step III—Aroostook-Prestile Treatment District (Presque Isle), Gardiner, Hallowell Water District, Sanford Sewerage District and Vassalboro Sanitary District.

Division of Oil Conveyance Services: This division administers the requirements of the Coastal Conveyance Act and the Oil Discharge Prevention and Pollution Control Regulations. It also has the responsibility of enforcing environmental regulations relating to long term storage of oil tankers in state waters. It is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities statewide. The division licenses and inspects Maine's largest oil terminals. In 1979, the ceiling on the Maine Coastal Protection Fund was increased from $4,000,000 to $6,000,000 by the legislature.

Oil terminals licenses to operate	41
Shoreside terminals	36
Vessels	5
Volume of oil transferred by licensees (barrels)	104,530,560*
Oil spills reported	341
Volume spilled (gallons)	88,351
Spill related investigations & follow-ups	482
Investigations—non-spill related	56
Spills of unknown origin	58
Maine Coastal Protection Fund balance, June 30, 1979	$ 4,126,500.00
Total expenditures, fiscal year 1980	$ 1,142,000.00
Applications for lay-up of tank vessels	0

*One barrel equals 42 gallons when the liquid is at 60°F (16C).

Division of Lakes and Biological Studies: This division is responsible for administering the state's Great pond (research) program, Title 38, M.R.S.A. Sections 386-390, and providing biological expertise to the DEP staff and board members as required. The lakes monitoring program involves water quality sampling and analysis for classification by trophic state plus the evaluation of watershed development impact through the site location law.

The division has completed an extensive and intensive cooperative sampling program on 43 Maine lakes with the United States Geological Survey, and is awaiting publication of the final report. With the completion of that work the DEP and USGS entered into a 2.5 year cooperative agreement on 10 lakes in central Maine: Estes Lake, Franklin County; Fairbanks Pond, Kennebec County; Lovejoy Pond, Androscoggin County; Salmon Lake, Kennebec County; Sebasticook Lake, Penobscot County; Three Corner Pond, Kennebec County; Three Mile Pond, Kennebec County; Togus Pond, Kennebec County; and Webber Pond, Kennebec County. This program is to do diagnostic and feasibility projects on each lake which will then be submitted to EPA for restoration funds on a 50/50 matching formula under the federal Clean Lakes Act.

Three of the above lakes have now been filed with EPA for 50/50 funding. Sebasticook Lake, Penobscot County, and Sabattus Pond, Androscoggin County, have been approved. Salmon Lake approval is pending.

The division is continuing its drainage area project for Maine lakes in cooperation with the USGS. This project is anticipated to be completed by the end of this calendar year (1980).

The division's Lay Monitoring Program for Maine lakes has continued to receive a high level of public interest and participation. Involving the public through data gathering has helped the DEP in its lakes program, but more important is the public awareness through information and education being provided to those concerned about lake water quality.

The division's activities in stream biological monitoring have increased in this fiscal year. Biological monitoring of the Primary Monitoring Network (PMN) stations on Maine rivers and streams is part of the division's responsibilities. This work provides data on how well the aquatic environment is improving or responding to pollution abatement. Innovative stream bimonitoring with EPA is being explored.

The following reports were made available to the public during FY 80 from this division: Lay Water Quality Monitoring Report, 1979 data; and Long and Short term impacts of carbaryl on insects.

The following is a summary of meetings and activities during FY 80.

Lakes and ponds studies this fiscal year	
U.S.G.S. project	7
Lay monitoring lakes	150
Other DEP lake investigations	5
Rivers and streams studied this fiscal year	
Benthic sampling studies (permanent monitoring network)	20
Spruce budworm & pesticides monitoring	8
Other biological related studies (fish kills)	2
Hearings, meetings and public participation programs in which the division participated	50

Division of Licensing and Enforcement: This Division is responsible for the licensing of all discharges to any watercourse; for the state/federal permit program involving such discharges; for processing log storage permits; and for certifications to the Maine Guarantee Authority (that loan applicants are in compliance with environmental laws). The division also receives applications for tax exemption certificates for pollution abatement equipment. The following is a summary of division activities during FY 80:

*Total board actions involving the division:		204
Joint licenses issued (or renewed) with Federal Environmental Protection Agency		
Municipal		24
Commercial		5
Industrial		90
	Total	119
State licenses issued (or renewed)		
Municipal		24
Commercial		17
Industrial		90
Residential		235
	Total	366
Total licenses outstanding (all categories) at the end of FY 80		2203
State sales & use tax certification applications received		25
Approved		20
Denied		5
State property tax exemption applications received		33
Approved		31
Denied		2
Federal IRS rapid tax amortization certification requests		6
Approved		5
Denied		1
Administrative enforcement agreements issued		17
Referrals to Attorney General's Office for court action		9
Applications certified to Maine Guarantee Authority		24

**These are cases which required a decision by the BEP. The division has been delegated authority by the board for issuance of routine licenses.*

Division of Water Quality Evaluation and Planning: This division is responsible for directing programs to achieve statutory water quality standards, for special stream studies to determine if water quality is being maintained, and for waste assimilation studies to determine if programmed pollution loads will violate stream standards. Ultimately all discharges, when analyzed collectively and after treatment, must not degrade the receiving waters below statutory water quality standards.

The division also prepares basin water quality management plans and has completed Phase I plans for all river basins in Maine. Phase II basin plans (up-dated Phase I plans) are presently being prepared.

The Waste Treatment Management Planning Program ("208" Planning) is also coordinated by this division. The planning effort for the five originally designated "208" areas has been completed with the final plans certified by the governor and approved by EPA. The division is presently coordinating implementation activities related to the five certified plans.

The statewide "208" effort for the remaining areas in Maine is almost complete. The Land Use Regulation Commission is performing the work under contract to DEP for all unorganized lands in the state, and the regional planning agencies are doing the work for the organized towns. One of the key components of the statewide "208" program is the delineation of the sand and gravel aquifers in the state by the Bureau of Geology and USGS.

In addition, the division has undertaken a surface impoundment assessment to locate all storage or treatment sites of liquid wastes.

Presque Isle Regional Office: This office services Aroostook and parts of Washington and Penobscot Counties. There are many complicated and serious industrial waste handling problems in this area. Almost all involve international waterways and thus are subject to the 1909 Boundary Water Treaty between the United States and Canada. There are major paper mills involved and many food processors, mainly connected with the area's potato-growing industry. Service to people in the northern and eastern parts of Maine includes advice on requirements of the various laws administered by the department and other agencies, including federal laws involving air, land, and water pollution control. Although most of the processing of applications is done in Augusta, the regional office assists individuals in filing applications. Division personnel also help individuals determine whether or not their project requires environmental permits.

The office is responsible for compliance monitoring of municipal, industrial, and several commercial treatment facilities. Construction of additional treatment facilities will be completed during the next year. In addition, the Presque Isle staff regularly samples Primary Monitoring Network (PMN) station and 11 area lakes in conjunction with the Lay Monitoring Program. The Presque Isle staff regularly conducts inspections and investigations of oil and pesticide spills as well as follow up land, air, and water complaints.

Special projects undertaken by the Presque Isle office in this fiscal year include the following: Long Lake monitoring studies, continuing work with Northern Maine Regional Planning Commission in portions of the Agency's "208" effort; water quality survey of the Prestile Stream, Aroostook and Fish Rivers, evaluation of large scale industrial land treatment systems; and a regional sludge study.

LICENSES, PERMITS, ETC.:

Licenses:
- Air Emission
- Dredge Disposal Sites
- Land Fill
- Oil Terminals
- Septage Sites
- Waste Discharge Licenses
- Waste Water Treatment Plant Sludge

Permits:
- Alteration of Coastal Wetlands
- Log Storage Permits
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land
- Secondary School Review
- Site location of Development
- Shoreline Alterations

Certifications:
- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- MGA certification for loan applicants compliance with environmental laws
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption
- Sewage Treatment Plant Operators

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great ponds Act—Free.

Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law—Free.

Cleaning Up the Water, Private Sewage Disposal in Maine—Free.

Sludge: The Resource of Wastewater—Free.

Wastewater Treatment Grants—Free.

Clean Water: Our Precious Resource—Free.

The DEP—What Is It? How Does It Work?—Free

The Air Around Us—Free.

Your Rights and the Process—Free.

What Public Participation Means To You—Free.

Disposal By Incineration—Free

EnvironNEWS, monthly bulletin containing reports on current environmental issues—Free.

The above publications may be obtained by writing to Division of Information and Education, Department of Environmental Protection, Statehouse, Station 17, Augusta 04333, or by calling toll-free 1-800-452-1942.

Various scientific and technical reports of the Department of Environmental Protection—generally available for viewing at DEP headquarters in Augusta, or at regional planning commission offices throughout Maine.

Further pamphlets are available to the public containing the laws which authorize the functions and responsibilities of the four bureaus—Free.

Pamphlets depicting specific guidelines of specific bureau activities are also available upon request—Free.

A complete set of departmental regulations is available upon request—Free.

The DEP also operates a joint technical library in cooperation with the Department of Conservation. Full library services are available to members of the public as well as to the DEP-DOC staffs. Environmental and natural resources publications may be borrowed by visiting the library, located in the Ray Building, Augusta, or by calling toll-free 1-800-452-1942.

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. Members of the Board must have "the broadest possible interest and experience." The commissioner of the department serves as chairman, ex officio, but cannot vote. In the event of a tie vote, the motion before the Board is considered defeated. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified.

Members of the Board of Environmental Protection receive $40 per day for each meeting or hearing attended. They also receive the standard state reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board. Traveling expenses are paid out of the General Fund.

Meeting times and places are determined by the Board. During October of each year the Board elects a secretary who is not necessarily chosen from among the members of the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. No quorum is required for public hearings of the board because hearings are solely for the purpose of gathering facts; no voting or rendering of decisions takes place. A verbatim transcript or recording is made of each hearing.

PROGRAM: FY 80 saw a relatively normal turnover rate on the board, with two new members replacing two whose terms had expired, and a third replacing one who had resigned. At the end of the year, two members were serving after expiration of term, awaiting action by the Governor.

The Pittston Oil Company's proposed refinery at Eastport reappeared on the Board's agenda this year because the original air emission license issued that firm in 1977 had expired. BEP hearings were subsequently halted at the request of Pittston, pending the outcome of the company's efforts to gain final federal government approval of its project. The event marked the board's first use of its "Regulations for Hearings of Significant Public Interest," which were created three years earlier. Those regulations were designed in an attempt to streamline hearings on major issues and resulted from concerns raised about the slowness of the original Pittston hearings.

Solid waste management remained a nettlesome issue throughout the year, with numerous communities either found to be out of compliance with existing board orders, or seeking to amend requirements of such orders, or seeking approval of new facilities. On December 12 the board struck a blow for the end of open burning at sites serving more than 1,000 people by voting unanimously to uphold its January 1, 1980 deadline for burning to cease. The board's action quelled efforts by a minority of communities to have the date postponed once more.

In January the board took a major step to protect lake water quality in Maine from the effects of overdevelopment. The board voted to establish a formal policy on development within lake watersheds. For Class GP-A lakes, the policy requires proof from a developer that his project will "have no significant impact" on water quality in the lake. For Class GP-B lakes, the developer must satisfy the board that "there will be no increase in phosphorous (nutrient) loading to the lake as a result of the development." The drainage area of a lake's watershed is defined as that land which "drains through tributaries or overland runoff without passing through another lake."

A similar board concern for the protection of saltwater shellfishing areas led to adoption of a policy in February which says no licenses will be granted for sanitary discharges, treated or untreated, where the effluent will enter open shellfishing areas.

Again this year, there was no significant seasonal decline in the department's or board's workloads. Board members continued to receive bulky agenda packets of "homework" to digest prior to the 24 regular meetings. These meetings, open to visits from the public, continued to be held on the second and fourth Wednesdays of each month. Board members also received several thousand pages of verbatim transcripts from the 33 public hearings conducted during the year. In order to keep pace with evolving issues and technology the board conducted five all-day training workshops for its members. Two public participation workshops were conducted in support of the annual State-EPA Agreement, for a total of 64 board meeting days in FY 80.

PUBLICATIONS:

"The Board of Environmental Protection"—Free

FINANCES, FISCAL YEAR 1980: 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to $27,683.19 in FY 80, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MARY McEVOY, CHAIRMAN
PATRICIA A. FINNEGAN, Assistant to the Commission*

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

*Since the close of the fiscal year, Janice T. Welch has been appointed Assistant to the Commission.

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 80, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns.

These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 after the 1978 campaign.
2. Reports from various committees which worked for or against the "bottle bill", "games of chance" and nuclear power referenda.
3. Reports from candidates and committees concerning the 1980 elections.

The Commission met a total of 8 times in FY 80. In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late. The Commission discussed and assisted in drafting legislation to help streamline the reporting requirements.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,044	6,044				
State Share of Retirement	1,078	1,078				
Travel Expenses, In-State	795	795				
Utilities	145	145				
General Operating Expense	—488	—488				
TOTAL EXPENDITURES	7,574	7,574				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

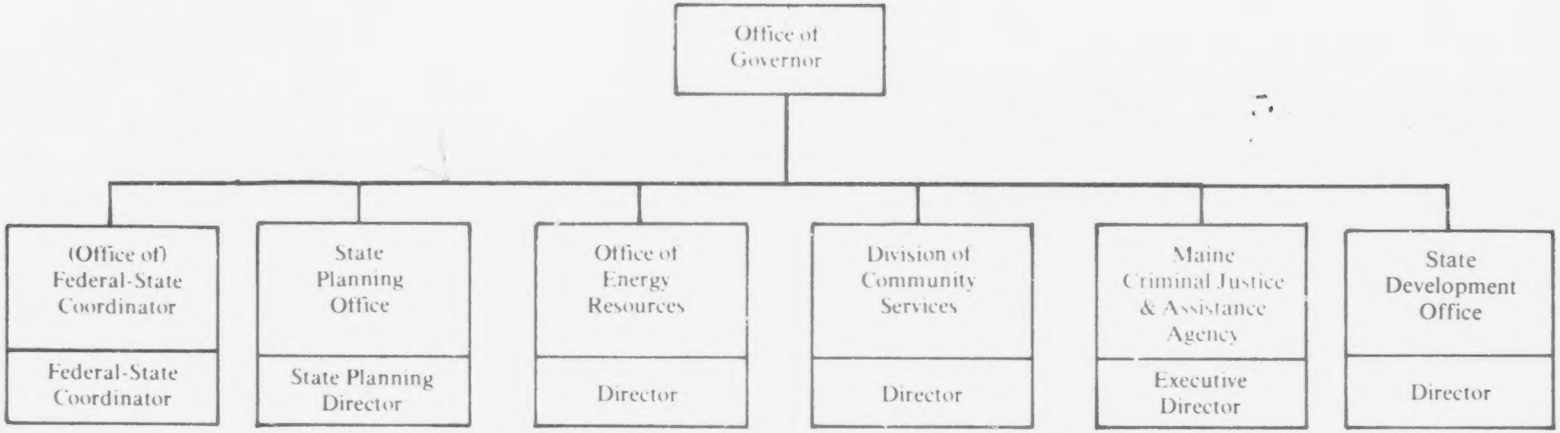
Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in- Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

ORGANIZATION CHART
EXECUTIVE DEPARTMENT


Office of Governor
(Office of) Federal-State Coordinator
Federal-State Coordinator
State Planning Office
State Planning Director
Office of Energy Resources
Director
Division of Community Services
Director
Maine Criminal Justice & Assistance Agency
Executive Director
State Development Office
Director

CONSOLIDATED FINANCIAL CHART FOR FY 80
EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,613,815	1,073,800			1,540,015	
State Share of Retirement	428,094	173,521			254,573	
Prof Service, Not By State	1,587,517	368,640			1,218,877	
Computer Service, By State	33,820	15,246			18,574	
Other Prof Serv, By State	—1,584	289			—1,873	
Travel Expenses, In-State	81,988	25,775	540		55,673	
Travel Expense, Out-State	77,227	22,978			54,249	
Operation—State Vehicles	23,222	8,113			15,109	
Utilities	171,325	86,839	224		84,262	
Rents	93,718	30,565			63,153	
Repairs	20,684	14,971			5,713	
Insurance	8,223	413			7,810	
General Operating Expense	371,664	172,924	105		198,635	
Food	63,181	17,917			45,264	
Fuel	5,344				5,344	
Other Supplies	83,867	22,999	—60		60,928	
Grants to Local Govts.	442,379	46,563	1,203		394,613	
Grants to Pub. & Priv. Orgs.	22,507,221	2,008,347	4,201		20,494,673	
Public Assistance Grants	303				303	
Pensions	24	24				
Equipment Purchases	28,203	8,681			19,522	
Trans. to Gen.-Fund Sta-Cap	65,527		1		65,526	
TOTAL EXPENDITURES	28,705,762	4,098,605	6,214		24,600,943	

PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	234,895	234,895				
State Share of Retirement	39,493	39,493				
Prof Service, Not By State	15,637	15,637				
Computer Service, By State	763	763				
Other Prof Serv, By State	125	125				
Travel Expenses, In-State	4,652	4,652				
Travel Expense, Out-State	6,306	6,306				
Operation—State Vehicles	1,247	1,247				
Utilities	28,042	28,042				
Rents	3,656	3,656				
Repairs	2,584	2,584				
Insurance	300	300				
General Operating Expense	41,125	41,125				
Food	13,690	13,690				
Other Supplies	10,006	10,006				
Grants to Pub. & Priv. Orgs.	96,366	96,366				
Pensions	24	24				
Equipment Purchases	4,980	4,980				
TOTAL EXPENDITURES	503,891	503,891				

GOVERNOR'S CITIZEN ADVISORY COMMITTEE ON ALCOHOL AND DRUG ABUSE PREVENTION

CHARLES O'LEARY, CHAIRPERSON
MARY FULLER, STATE PREVENTION COORDINATOR

Central Office: Department of Human Services, Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: March 21, 1980 *Sunset Termination Scheduled to Start by:* June 3, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102F; *Citation:* G FY 80 #13

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Executive order #13, issued by the Governor on March 21, 1980, created the Governor's Citizen Advisory Committee On Alcohol And Drug Abuse Prevention. The duties of the committee are: to establish a comprehensive plan for alcohol and drug abuse prevention in Maine; to develop a systematic approach touching upon all aspects of the Maine community; and to address information, education, early intervention, training, and community development as they relate to alcohol and drug abuse prevention.

ORGANIZATION: The Committee of twenty-five voting members is made up of state legislators, judges, private sector providers, and other members of the public appointed by the Governor. The Commissioner of the Department of Human Services may also invite other interested Maine citizens to serve as non-voting members of the Committee.

PROGRAM: Meeting from February until June, the Committee succeeded in developing a definition of prevention, identifying basic categories of prevention activities, and formulating objectives on the activities required in each category for a comprehensive statewide approach to the prevention of alcohol and drug problems. The results of these efforts were presented in a proposed plan for prevention.

The Committee decided on two means for obtaining even broader citizen involvement in the final plan. First, in June, the Committee directed the distribution of a survey form to individuals and agencies in Maine for the purpose of assessing the need for prevention services. This survey asked for information and opinions about alcohol and drug abuse problems in the State and on possible solutions for those problems. Secondly, during July, the Committee is sponsoring eight public hearings throughout the State to receive comments on this Proposed Plan.

The Committee is seeking comments on the content of the objectives, on priorities among objectives, and on ways to implement the objectives. Once the survey forms are returned and the hearings are completed, the Committee will meet to review the information received and to respond to people who provided testimony. A final prevention plan for presentation to the Governor will be prepared by October, 1980. A statewide alcohol and drug abuse prevention conference is scheduled for October 21 and 22 in Portland to increase the knowledge and involvement of people outside the alcohol and drug field. The recommendations of the final plan will be presented at that conference by members of this Committee.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

ADVISORY COMMITTEE ON SMALL BUSINESS

BRUCE CHALMERS, CHAIRMAN
STEPHEN BOLDUC, GOVERNOR'S LIAISON

Central Office: State Development Office, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: February 7, 1980 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102M; *Citation:* G FY 80 #16
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee on Small Business, is to develop specific recommendations to increase public awareness of the importance of small business, to identify the problems of new, small, and independent business enterprises, and to suggest legislative, executive, administrative, and other appropriate governmental actions for encouraging and maintaining the economic interests and potential of Maine's small business community in order to strengthen the overall economy of the State.

ORGANIZATION: The Advisory Committee on Small Business was formed on February 7, 1980. It is a sixteen member committee comprised of the Maine delegation to President Carter's "White House Conference on Small Business."

Although operating since February 7, 1980, Executive Order 16 FY80 officially recognizing the Committee, was not issued until June 13, 1980.

Committee members are:

Bruce A. Chalmers, Chairman
Milton A. Bailey
Robert L. Bull
Ted Chadbourne
Richard E. Dyke
Peter B. Garsoe
Edward P. Harding
Bennett Katz
Richard Kendall
Shepard Lee
Linda Maxwell
Halsey Smith
Roland Sutton
Gerald Tabenken
John Telow
Lawrence J. Ward

The Committee receives staff support from the State Development Office.

PROGRAM: The Advisory Committee on Small Business will hold a "Blaine House Conference on Small Business" in order to consult with all segments of Maine's Small Business Community in developing recommendations for Governor Brennan. Furthermore, three regional conferences will also be held during the fall of 1980, in Presque Isle, Bangor, and Portland, to discuss areas of concern to small business and to consider proposals. A subsequent state conference will be held in Augusta with delegates elected from the regional conferences. These delegates will select the most important proposals to present to the Governor.

PUBLICATIONS:

I Blaine House Conference on Small Business—Task Force Proposals
  A. Capital formation
  B. Regulations and paperwork
  C. Economic policy
  D. State procurement
  E. Energy
  F. International Trade
  G. Education and training
  H. Women and minorities
  I. Transportation

  Available August 1, 1980—Free

II Blaine House Conference on Small Business—Priority Recommendations

  Available approximately November 1, 1980—Free

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

GOVERNOR'S ADVISORY COMMITTEE ON COASTAL DEVELOPMENT AND CONSERVATION

JEAN CHILDS, CHAIRMAN
R. ALEC GIFFIN, Assistant Director SPO

Central Office: 189 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102E; *Citation:* FY 76 Exec. Order 10

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

DIVISION OF COMMUNITY SERVICES

TIMOTHY P. WILSON, DIRECTOR
JANET W. PETERS, Deputy Director

Incoming WATS: Energy 1-800-452-1915
Citizens' Assistance 1-800-452-4617/8/9

Central Office: Stevens School, Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* FY 76 Exec. Order 4

Average Count—All Positions: 49 *Legislative Count:* 0

*Seasonal variations in number of employees will occur as a result of such projects as the Youth Conservation Corps.

PURPOSE: The Division of Community Services was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, The Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Community Services Administration and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Division is authorized to provide technical assistance to the Office of Economic Opportunity (OEO) grantees within the State, to initiate and administer programs as necessary to combat poverty, and to serve generally within State Government as an advocate on behalf of the poor.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the Federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with the change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. Most recently, an internal organizational change occurred whereby three distinct subunits were created under the Executive Director in the areas of Special Programs, Energy Programs, and Program support.

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all Community Services Administration (CSA) grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens at the Executive Office level, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1980 include the following:

Winterization. Activity in the winterization program continued at an accelerated pace over previous years with funding for the program coming from a variety of sources. Manpower and material costs were funded from different sources with the bulk of the manpower costs being provided by the CETA program. Local Community Action Agencies in Maine were subgrantees in the winterization program and did the actual insulation work under the guidance and coordination of the Division of Community Services.

Methods used to improve the thermal efficiency of substandard buildings included capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking and weatherstripping, chimney repairs, and heating plan improvements.

Approximately 3,600 substandard homes occupied by low-income citizens will be winterized during fiscal year 1980.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustice or excesses by administrators through the use of criticism, persuasion, and publicity.

Citizens' Assistance Line. This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during the heating season and require considerable attention and time in negotiating with town officials and fuel dealers.

In addition to the advocacy role, increasingly a number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 2,500 citizens are served yearly.

Housing. Improved housing for the low-income residents of Maine continues to be a priority area for the Division. In support of this priority, the Division submitted and got approved in 1977 an innovative grant to the department of Housing and Urban Development (HUD) for purposes of rehabilitating substandard homes. The proposal of $200,000 allowed for the hiring of 16 housing rehabilitation technicians at each of the affiliated Maine Community Action Agencies. These technicians coordinate existing weatherization and home repair task forces with the Farmers Home Administration low-interest home repair program to expand the rehabilitation of substandard homes occupied by low-income residents. The first phase of the program started in February of 1977 and extended through June of 1978. During that period, 1,013 clients were contacted and provided with assistance in a variety of ways in improving the quality of housing.

Based upon the success of this second year, the program was extended by HUD and CSA.

Research and Planning Related Activities. Technical assistance in research and planning activities to internal agency program coordinators and to the twelve Community Service Administration (CSA) grantees in the State is provided in areas related to poverty programs on a continuing basis. Among the more prominent research activities internally are grant proposal development and the creation of program monitoring and evaluation systems. Major activities in this area included computerized analysis and support of the Maine Winterization Project, the Maine 504 Housing Rehabilitation Demonstration Project, and the Maine Ombudsman Office.

In a similar area, poverty related program proposals are constantly reviewed and evaluated with specific program recommendations resulting.

Community Development. Activities in the area of community development have focused on providing technical assistance to Maine's Community Action Agencies and other community-based social service and economic development organizations. Assistance has included organization development, management assistance, planning and program development as well as financial assistance development.

Youth Conservation Corps (YCC). The Youth Conservation Corps is a summer work/earn/learn program for 15-18 year old Maine youth. It provides meaningful employment, accomplishes needed conservation work on public lands, and gives participants a better understanding and awareness of Maine's natural resources.

Young Adult Conservation Corps (YACC). The Young Adult Conservation Corps is a year-round residential program for unemployed, young adults, ages 16-23 inclusive. Thirty (30) residential participants and eight (8) staff assist the Department of Conservation in completing a backlog of conservation type work projects. This program is based at Camp Lincolnwood in Camden Hills State Park.

Tour Scheduling. The Division assumed the tour scheduling activities for the State House Complex on January 5, 1976, a task formerly performed by the State Museum. These activities include (1) arranging, scheduling, and cancelling, if necessary, tours of the State House Complex for groups (schools, senior citizens, girl/boy scouts, etc.) and also for individuals, if requested; (2) maintaining records of tours; (3) publishing biannually a pamphlet entitled *Maine History Bulletin* which contains all the necessary information regarding available tours and programs and is sent to all Maine schools. Over 500 tours were scheduled and coordinated by the Division which included approximately 20,000 scheduled visitors to the State House Complex during Fiscal Year 1979-1980.

Energy Assistance Programs. Since the onset of the energy crisis in 1973, the Division has been responsible for four federal programs designed to lessen the impact of ever increasing costs of energy on low-income households, particularly the elderly. In the winter of 1979-1980 the Division received $915,710 in State funds, $4,396,255 in CSA funds, and $12,425,176 in HEW funds for the 1980 Home Heating (Energy) Crisis Assistance Program. These funds were contracted to eleven of Maine's Community Action Agencies and to twenty-four local municipalities to enable them to respond to winter-related energy crises which endangered the health and survival of eligible low-income households.

PUBLICATIONS:

Profile of Poverty—Maine, a Data Source
Community Action Programs and the Poor People of Maine—A History
A Personnel Handbook (Controlled Distribution)
Maine History Bulletin

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	501,605	25,657			475,948	
State Share of Retirement	74,212	4,455			69,757	
Prof Service, Not By State	96,718	253			96,465	
Other Prof Serv, By State	1,959				1,959	
Travel Expenses, In-State	21,158	644			20,514	
Travel Expense, Out-State	9,616				9,616	
Operation—State Vehicles	15,849	4,884			10,965	
Utilities	41,096	2,947			38,149	
Rents	28,550	35			28,515	
Repairs	1,555				1,555	
Insurance	7,655	16			7,639	
General Operating Expense	39,445	81			39,364	
Food	46,453	3,290			43,163	
Fuel	5,344				5,344	
Other Supplies	39,156	2,088			37,068	
Grants to Pub. & Priv. Orgs.	21,496,901	1,719,679			19,777,222	
Public Assistance Grants	128				128	
Equipment Purchases	11,442	1,422			10,020	
Trans. to Gen.-Fund Sta-Cap	19,223				19,223	
TOTAL EXPENDITURES	22,458,065	1,765,451			20,692,614	

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY

RICHARD E. PERKINS, EXECUTIVE DIRECTOR

Central Office: 11 Parkwood Drive, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 21 *Legislative Count:* 35

Organizational Units:
Financial Management and Systems Development
Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the federal Crime Control Act of 1976, the Juvenile Justice and Delinquency Prevention Act of 1977 and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning & Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health & Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning & Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis being on system integration and improvement. Most recently a program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involves completion of major system changes such as correctional and juvenile service delivery; targeting on major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders. MCJPAA was recently made statutorily responsible for monitoring the implementation of the state's Juvenile Code.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; the judge, the cop, and the warden; to develop mutually acceptable solutions to endemic problems.

PUBLICATIONS:

Comprehensive Criminal Justice Plan, 3 volumes published annually per federal mandate in order to receive Crime Control Act monies.

Many other documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time. These are usually made available free of charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	315,021	169,293			145,728	
State Share of Retirement	53,000	24,635			28,365	
Prof Service, Not By State	299				299	
Computer Service, By State	4,200	1,368			2,832	
Travel Expenses, In-State	14,869	3,967	540		10,362	
Travel Expense, Out-State	4,775	417			4,358	
Operation—State Vehicles	2,968	700			2,268	
Utilities	11,651	9,227	224		2,200	
Rents	32,989	12,538			20,451	
Repairs	695	240			455	
Insurance	54				54	
General Operating Expense	7,497	2,862	105		4,530	
Other Supplies	1,712	415	—60		1,357	
Grants to Local Govts.	442,379	46,563	1,203		394,613	
Grants to Pub. & Priv. Orgs.	645,923	23,301	4,201		617,421	
Trans. to Gen.-Fund Sta-Cap	2,034		1		2,033	
TOTAL EXPENDITURES	1,540,066	296,526	6,214		1,237,326	

STATE DEVELOPMENT OFFICE

BARBARA COTTRELL, DIRECTOR
ROBERT D. GIBBONS, Deputy Director

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333 *WATS Line:* 1-800-452-8719
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: The State Development Office has two major statutory functions: industrial and tourism development. The director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and assist existing businesses in finding both domestic and foreign markets for their products. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, and extension of technical assistance to new and existing industries seeking expansion within the State to develop and promote economic and job opportunities within the state.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1980 were associated in five program areas, each geared to stimulate the expansion of the State's economy. These program areas are: 1. Industrial Development, 2. Business Assistance and Retention, 3. Community Development, 4. World Trade, and 5. Tourism.

Industrial Development. The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and to encourage and assist existing industries to expand. The State Development Office continues to maintain a comprehensive file of available industrial buildings and sites. Complete specifications are prepared for each facility and site in order to assist industry with their specific industrial requirements.

Business Assistance. Recognizing the need to focus on the retention and development of businesses within Maine, the State Development Office in February, 1980 initiated a program to help Maine businesses cope with the turbulent economic times and deal with the many government departments and agencies affecting business. The "Office of Business Assistance" evolved from the pressure created by the increase in regulatory requirements during recent years and by the constant need for assistance in financing, information, and taxation problems. The program's objectives are to assist business with problems concerning federal, state, and local governments; government regulations, permits and licenses; and financial and general information. A toll-free telephone line (800-452-8719) was established to encourage communication from the business community.

Community Development. In order to assist communities in creating and retaining employment opportunities and tax ratables, the State Development Office interacts with private and public non-profit organizations as well as private-for-profit organizations. The State Development Office is building a partnership with Maine municipalities and economic development institutions in order to foster an environment conducive to business growth and investment. The State Development Office provides technical assistance to private and public non-profit organizations in the following areas: organizing for community and economic development; planning and developing community and economic development strategies; developing an industrial development marketing program; and financing and implementing community and economic development projects.

In addition to providing technical assistance, the State Development Office allocates $30,000 of Industrial Development Marketing Grants on a one-to-one basis to assist local development groups market their area. During the last round of this program, the Office awarded sixteen grants ranging in size from $650 to $4,000.

World Trade. In FY 1980, the State Development Office undertook a number of activities to promote Maine as a location for international business expansion and Maine's products for export.

Two successful trade missions, Amsterdam, the Netherlands and Montreal, Canada, were organized by the Office and led by Governor Brennan. The missions opened lines of communication, underlined the State's interest in World Trade and resulted in solid business prospects for Maine.

Using funds from the New England Regional Commission, the State Development Office assisted the City of Bangor in its efforts to achieve foreign trade zone status, which was granted in June of 1980. Other funds from the same source were earmarked to pay for the State's portion of the salary of a Foreign Service Officer, who was assigned to Maine to assist in developing the State's International Trade Program.

In close conjunction with the Governor's Advisory Council on World Trade, the SDO worked on designing and implementing goals, objectives and strategies in foreign trade and investment.

Other activities undertaken by the Office included co-sponsoring a seminar on doing business with Japan with the University of Maine, hosting dignitaries from foreign countries and producing an information brochure in French on Maine's Business climate.

Tourism. The tourism development program consists of a contract with a private organization representing all segments of the tourism industry. The Maine Publicity Bureau answers requests for tourism-related information and promotes tourism both inside and outside the State through advertising, publications, and other methods. State matching funds up to an annual total of $300,000 are available through the State Development Office to the Maine Publicity Bureau on a one-to-one basis after it has raised an initial $100,000 annually.

All of the State Development Office's activities are designed to improve the economic well-being of the citizens of Maine to increase job opportunities. This is the goal of each of the program areas.

PUBLICATIONS:

Maine Marketing Directory ($7.50)
Facts About Industrial Maine (Free)
Doing Business in Maine (Free)
Maine Metalworking Directory (Free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	180,041	155,042			24,999	
State Share of Retirement	27,936	23,895			4,041	
Prof Service, Not By State	289,781	288,106			1,675	
Computer Service, By State	332	332				
Other Prof Serv, By State	76	76				
Travel Expenses, In-State	15,068	9,514			5,554	
Travel Expense, Out-State	18,570	9,024			9,546	
Operation—State Vehicles	144	144				
Utilities	12,641	12,565			76	
Rents	7,193	6,243			950	
Repairs	11,337	11,337				
Insurance	51	51				
General Operating Expense	59,142	54,608			4,534	
Food	298	298				
Other Supplies	3,651	3,437			214	
Grants to Pub. & Priv. Orgs.	38,950	34,950			4,000	
Equipment Purchases	736				736	
Trans. to Gen.-Fund Sta-Cap	3,567				3,567	
TOTAL EXPENDITURES	669,514	609,622			59,892	

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

LANNING S. MOSHER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3941
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333
Established: March 23, 1979 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102N; *Citation:* Exec. Order 8 FY 79
Average Count—All Positions: 8 *Legislative Count:* 9

PURPOSE: The Governor's Office of Employee Relations was established to act as the employer under the State Employees Labor Relations Act, and to perform any other duties that the Governor may choose to assign. Specifically the responsibilities of the office include:

(1) Developing and executing employee relations policies, objectives and strategies consistent with the overall objectives of this Administration;

(2) Conducting negotiations with certified and recognized bargaining agents under applicable statutes.

(3) Administering and interpreting collective bargaining agreements, and coordinating and directing agency activities as necessary to promote consistent policies and practices.

(4) Representing the State in all bargaining unit determinations, elections, prohibited practice complaints, and any other proceedings growing out of employee relations and collective bargaining activities.

(5) Coordinating the compilation of all data and information needed for the development and evaluation of employee relations programs and in the conduct of negotiations.

(6) Coordinating the State's resources as needed to represent the State in negotiations, mediation, fact-finding, arbitration, or other proceedings.

(7) Providing staff advice on employee relations to the various departments and agencies of State Government, including providing for necessary supervisory and managerial training.

ORGANIZATION: The Governor's Office of Employee Relations was established as a unit within the Executive Department and its Director is appointed by the Governor. The Director of Employee Relations has the authority to appoint, with the Governor's approval, deputies, assistants, consultants and other employees as may be needed for the performance of his duties.

PROGRAM: FY 80 was a year in which the State's collective bargaining program moved from its infancy toward maturity. The office staff was involved heavily with all State agencies as they implemented the first agreements in all bargaining units. The office prepared and negotiated successor agreements which started either in fiscal 1980 or which will start with fiscal 1981 in 8 of the State's 9 units. Representatives of many operating and staff agencies cooperated with and supported these efforts. The grievance and arbitration caseload increased significantly during the year.

Negotiations commenced in October 1979 with the Maine State Employees Association for agreements to succeed those which expired June 30, 1980. Negotiations were conducted on a coalition basis among the four non-supervisory units with a separate set of discussions being held for the supervisory services bargaining unit. Final agreements were reached in March 1980 and necessary legislation enacted in May.

In the State Police unit (Troopers, Corporals and Sergeants in the Maine State Police) represented by the Maine State Troopers Association, two agreements were concluded during the year. The first agreement was reached in December 1979 and covered the 1980 fiscal year. Negotiations for the agreement to take effect July 1, 1980 commenced in March and the final agreement was reached in May.

The office also represented the State Board of Education under the University of Maine collective bargaining law in negotiations with the Maine Teachers Association which is the bargaining agent for the faculty and administrators in the Vocational-Technical Institutes. Agreements were reached in both units which will be in effect from July 1, 1980 until June 30, 1981.

While all employees in State bargaining units are operating in collective bargaining agreements at the close of the fiscal year, the State is continuing to negotiate with the American Federation of State County and Municipal Employees under a limited reopener which was included in a two-year agreement which took effect at the start of fiscal 1980.

The office has also been involved in various proceedings before the Maine Labor Relations Board and Maine courts concerning the duty to bargain and the scope of negotiations under the State Employees Labor Relations Act.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	139,705	139,705				
State Share of Retirement	23,174	23,174				
Prof Service, Not By State	19,782	19,782				
Computer Service, By State	6,507	6,507				
Travel Expenses, In-State	1,328	1,328				
Travel Expense, Out-State	410	410				
Utilities	4,030	4,030				
Rents	2,496	2,496				
Repairs	517	517				
Insurance	14	14				
General Operating Expense	10,297	10,297				
Other Supplies	907	907				
Equipment Purchases	2,279	2,279				
TOTAL EXPENDITURES	211,446	211,446				

OFFICE OF ENERGY RESOURCES

JOHN M. JOSEPH, DIRECTOR

Central Office: 295 Water Street *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003
Average Count—All Positions: 40 *Legislative Count:* 3
Organizational Units:
Conservation Programs
Data Management
Fuel Management
Information and Education
Planning and Development

PURPOSE: The Office of Energy Resources was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy; to encourage, to direct and sponsor research and development of Maine's native energy resources; and to provide information on all of these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation Acts and will administer programs forthcoming under the National Energy Act. It also has an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives and the Maine Senate.

PROGRAM: The programs of the Office of Energy Resources are implemented through five Program areas; Conservation, Information, Planning and Development, Fuel Management and Data Management.

Division of Conservation. This division has the following major functions:

Energy Audits for Residential and Commercial Buildings: The Conservation Division offers energy audits for homeowners through the Residential Energy Analysis Program (REAP). The Division also coordinates a program to offer energy audits to schools, hospitals and local government buildings. Energy audits provide information on the costs and benefits of various energy conservation techniques. The Division has also developed a plan to coordinate the Residential Conservation Service which will require large utilities to offer energy audits and other related services to their residential consumers.

Building Standards: The Conservation Division has developed and is implementing voluntary Energy Efficiency Performance Standards for new buildings. The Standards set minimum efficiency levels for the building envelope and the equipment used to heat, ventilate and/or cool the building.

Transportation Programs: The Conservation Division has worked actively with individuals and large firms to establish carpool, vanpool and other rideshare programs. The Division staff has also worked with State agencies to establish rideshare programs and to set up and implement an inter-department shuttle bus service. The Division continues to work with five regional transportation planning agencies to promote ridesharing and the use of public transit systems.

Local Energy Management Program (LEMP): The Division continued to work with the

Maine Municipal Association to promote energy conservation among municipal governments. Projects completed include energy audits of more than 100 municipal buildings, comprehensive energy management plans for three pilot towns (Sanford, Mechanic Falls, and Holden) and several newsletter articles regarding energy management in local government operations.

Procurement Programs: The Division continues to support energy efficiency procurement efforts within the Bureau of Purchases. The OER also provides liaison between the State and procurement programs sponsored by the Department of Energy and other Federal agencies.

Electric Utility Load Management: The Division completed a study of the electric needs for Maine and submitted this as testimony regarding CMP's proposed Sears Island Coal Fired Generation Facility. OER staff subsequently developed an electric needs scenario based on a high degree of conservation and filed this testimony in the case. The Division staff has also investigated electric utility conservation techniques including electric storage space heaters, electric water heater timers and solar tempered houses.

Business and Industry Programs: The Division contracted with a professional engineer to coordinate programs to provide assistance to small commercial and industrial firms. Workshops were run for restaurant owners and operators. The Division also coordinated a "Saving 10% More Oil" workshop with DOE. This was followed-up by a coal utilization workshop. The Division also coordinated the Emergency Building Temperature Restriction Program. Over 500 building inspections were performed to determine compliance with this restriction. Data was also collected on innovative approaches to energy conservation exhibited by the owners of inspected buildings.

Data Management: The staff of the Conservation Division developed and implemented several computerized data management programs to assist in the analysis of energy supply and demand data received by the OER. This data management capability was used by all Divisions in the OER.

Division of Information Programs. This Division has the following major functions:

Energy Education Programs: The office awarded mini-grants to teachers throughout the State to develop and carry out energy education activities. These will be monitored, evaluated and then disseminated in a manner useable by other Maine teachers. The office will refine the scope and criteria of the program based on this year's experience and additional grants will be awarded during the upcoming school year.

Furthermore, OER was appraised of a need for in-service energy education for Maine teachers. Therefore, this office worked with the educational associations, the educational media and selected individuals to develop programs which will meet this need. Energy education materials and notices of energy education opportunities were distributed through normal channels. Materials developed through this office were used in teacher recertification programs. Workshops are being developed to train teachers to provide in-service energy education.

Information Dissemination: Energy Conservation Month was conducted in the Fall of 1979, to make people aware of the need to conserve energy and methods which exist to conserve energy. In addition, the office continued its information dissemination efforts through the distribution of pamphlets and brochures, the answering of informational requests, and the development of workshops for energy user groups.

The office also issues a bi-monthly newsletter which highlights energy events and issues of a significance to Maine citizens. The newsletter will be mailed to an existing list of Maine individuals, companies, trade associations and interest groups interested in keeping abreast of energy developments.

Legislative Program: The OER developed a legislative program for 1980, which included legislation in areas such as energy conservation, energy resource development.

Solar Energy Information Program: The OER cooperated and worked with NESEC (Northeast Solar Energy Center) in its efforts to commercialize solar energy in the Northeast. The OER monitored the NESEC activities dealing with information dissemination and commercialization and took advantage of those programs which will potentially benefit Maine.

Energy Extension Service: The OER has established an Energy Extension Service which will consist of a network of five Energy Associates who will work in field offices throughout the State. These five Energy Associates will initiate energy information, education, and technical assistance for energy users in Maine's residential and small business sectors.

This will be accomplished in cooperation with local community groups as well as established statewide organizations such as the University of Maine's Cooperative Extension Service.

Library: The OER is organizing a library consisting of energy books, publications and documents which will be available to meet the research needs of state government agencies as well as private individuals interested in energy issues.

Division of Fuel Management. This Division has the following major functions:

Emergency Petroleum Allocation Program: During the past year, OER helped to ease the fuel shortage by administering the State Set-Aside Program which provides emergency supplies of gasoline and distillates to end-users and dealers. OER also assisted marketers seeking allocation assignments or adjustments and served as an advisor on the Federal Energy Guidelines.

Emergency Planning: In response to the fuel shortage, OER drafted a Gasoline Contingency Plan and submitted it for public comment. Also, OER continued to update the Energy Emergency Contingency Plan. Although little support currently exists for a Regional Petroleum Reserve of residual fuel oil, OER maintained its stance on the importance of such a facility.

Inventory and Price Surveys: OER monitored the inventories and projected deliveries of petroleum products to the state through its bi-weekly stock report and the EIA form 25. Twice a month, OER conducted a survey of heating oil and kerosene prices in the State.

Division of Planning and Resource Development. The Division has the following functions:

Comprehensive Energy Plan: The Office of Energy Resources composed an "Overview of Maine Energy Data: for the 109th Legislature. Included in the document were a discussion of energy data sources and reliability, current energy data for Maine, and an electricity forecasting analysis. By January 15 of 1981, OER will have completed a Comprehensive Energy Plan for Maine.

Renewable Resource Programs:

Solar: Solar activities were carried out in the areas of publications, audio-visual exhibits, training programs, workshops, conferences and educational programs. Audio-visual exhibits included several slide shows on passive and active solar systems, a film on solar greenhouse construction, and others. A training program for solar installer's certification was created and completed

Sunrise 80': A full day conference at the Augusta Civic Center was sponsored by the Office of Energy Resources. It was attended by 200 design professional and architectural people and other very interested Maine individuals concerned in the application of solar and renewable resources for both residential and commercial purposes.

The day long conference started with a keynote address in the morning by Conn Nugent, a past director of the New Alchemy Institute. This was followed by hour long workshops by 10 Solar and Woodheating professionals from the State of Maine. Each workshop participant used audio-visual equipment in their description of the projects that they had done.

The workshop leaders were all Maine people, describing products that were built in Maine. Concurrent with the conference there were 20 exhibits of Solar distributors and their products.

Hydro: OER, in conjunction with the New England River Basins Commission (NERBC), completed the "Hydropower Expansion Study" for Maine. OER will continue to work with the NERBC and the Army Corps of Engineers to complete the inventory of undeveloped sites and to complete work on assessing the social and environmental factors affecting small hydro development. There are currently about 32 redevelopment projects in various stages of progress in the State. One project (380 KW) has been licensed and an inquiry submitted to the Maine Guarantee Authority refinancing (Revenue Bond).

OER worked to decrease the legal and institutional barriers to small hydro development through a model mediation effort by helping design a simplified State licensing procedure for existing sites. Interest also continues to escalate in microhydro for home use.

Tidal: OER Continued to monitor and comment on tidal projects such as the Cobscook Tidal and the Half Moon Cove (4mw) Projects. Several landowners have contacted the Office with interest in revitalizing old tidal projects on their property.

Wood: Residential wood activities included providing consumer information monitoring the supply and demand for wood, providing framework for an emergency fuelwood program, providing information on pulp and paper company fuelwood programs, working on fuelwood marketing problems, and working on woodburning device safety. OER published and/or distributed publications on buying firewood, recommended stove installation standards, and information on safe burning wood. OER cooperated with other agencies and organizations to increase the effectiveness of its residential wood energy programs. A major survey on the woodburning habits of Maine residents was completed for the '78-'79 heating season. Commercial-industrial wood activities include a cooperative program with the New England Regional Commission for firms or organizations contemplating a conversion to wood. A computer program giving a cash flow analysis is done by OER followed by site visits from 2 NERCOM engineers experienced in woodburning equipment and handling. NERCOM and OER have worked with approximately 20 firms in the past year on wood conversions and cogeneration possibilities. OER is also monitoring wood chip and wood pellet developments and is working with the Maine Forest Service concerning wood supply questions.

Alcohol Fuels: The Governor asked OER to establish an Alcohol Fuels Task Force to advise them on long-range policies involved in whether or not the State should support an alcohol fuels industry. The Task Force has been meeting for almost one year and will have its final report with recommendations completed by November 1, 1980. There is much interest in producing alcohol on the farm and for individual use. OER has filled over 500 information requests on alcohol fuels in the past year.

Wind: OER is participating in 2 DOE wind energy programs. One program will site 2 windmills in the State and monitor their output for one year. The other program will site at least one prototype windmill in the State and monitor its performance for two years. The sites will be selected during FY '81. OER has consumer information on wind energy.

Peat: OER completed the first year of a three-year program to determine the amount and location of fuel-grade peat that can be harvested and utilized in an environmentally acceptable manner in Maine. The methodology for obtaining peat samples, field equipment characteristics, laboratory analysis, and data reduction methods were established in this first year of the program.

Final peat distribution maps for four counties in Maine—Aroostook, Penobscot, Hancock, and Washington—have been prepared. These maps include information on the location, physiographic form, aerial extent, and commercial quality resources of the surveyed peat deposits, as well as information obtained from those deposits visited by earlier investigators.

Cogeneration: OER has worked closely with representatives of the pulp and paper industry, Argonne National Laboratories, the Maine Public Utilities Commission converting to solid fuel. Feasibility and potential for cogeneration (producing both process steam and electricity) are being determined.

Conventional Resources: OER fulfilled its responsibilities concerning conventional fuels, which include coal, oil, natural gas and nuclear power.

OER began to stress that coal is a readily available alternative to petroleum products, when burned by clean technologies such as fluidized bed combustors. In May the Office sponsored Governor Brennan's Conference on Coal Utilization for industries in Maine. The purpose of this conference was to impart on understanding of coal conversion and the many inter-related problems of coal utilization.

Energy Facility Siting: OER has played an active role in electrical energy facility siting cooperating effort of the six New England states.

Electric Power Analysis: The Office will continue to analyze electric development in Maine with respect to the need for power and the cost of supply. Studies evaluating the economic costs of various supply alternatives will continue to be done and used in testimony prepared by OER for delivery in formal proceedings before State regulatory agencies such as PUC.

Appropriate Technology Program: OER participated for the second year in a program designed to give grants to promote promising appropriate technologies. The focus of the program is small scale energy development and demonstration projects. Few grant awards (possibly only a dozen) will be made out of over 200 applications because of limited funds.

LICENSES, PERMITS, ETC.:

1. Homeowner Insulation—Bonding Bill to add and to present MSHA Bill.
2. LCC for all new publically financed/subsidized housing might add 5%, 10% to architects fees—5-7%.
3. Wood Stove Tax Credit w/Inspection Certificate.
4. Range of Com/Ind/Private Non-profit.
5. Mandate solid fuel for state buildings.
6. REAP Audit.

PUBLICATIONS:

"Mainely Renewable"—bimonthly newsletter which explores topics and issues of interest in the field of energy. (free)

"In The Bank...Or Up The Chimney"—A guide to energy home improvements for the do-it-yourselfer. $.55

"Maine State Agency Energy Conservation Plan"—A program to decrease the energy consumption to State agencies. (free)

"State of Maine Energy Conservation Plan". (free)

"Energy Education Resources: A Bibliography"—Selected government and private publications to assist Maine teachers in planning and implementing energy education activities in their classroom. (free)

"Energy Education Minigrants Directory"—A referral directory which lists all Minigrants projects, contact people and program abstracts of the Minigrants 1978-80. (free)

"Recommended Standards for the Installation of Wood Stoves". (free)

"Tips for Energy Savers"—DOE (free)

"Insulation Facts"—OER brochure explaining pros and cons of various insulations and their application.

"Siting Small Wind Machines"—Wegley and Pennell Discussion paper on determining feasibility for the siting of windmills. (free)

Maine Office of Energy Resources Solar Energy Publications

Maine Solar Architecture: A Building Inventory
Maine Solar Energy Legislation
Maine Professional Solar Services Directory
Maine Solar Site Evaluator
Passive Solar Energy: A Guide to Sensible Energy Efficient Design
Solar One
Solar Two
Solar Three
Solar Four
Sunshine Handbook, A Consumer's Buying Guide to Solar Hot Water Systems
The Economics of Solar Water Heaters: A Guide for Evaluating the Cost Effectiveness of Active Solar Water Heating Systems in Maine

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	384,941	45,659			339,282	
State Share of Retirement	65,929	7,626			58,303	
Prof Service, Not By State	193,626	2,298			191,328	
Computer Service, By State	11,112				11,112	
Travel Expenses, In-State	11,475	40			11,435	
Travel Expense, Out-State	22,267	1,326			20,941	
Operation—State Vehicles	691	126			565	
Utilities	43,923	2,756			41,167	
Rents	11,003	413			10,590	
Repairs	3,459	37			3,422	
Insurance	60				60	
General Operating Expense	103,336	1,682			101,654	
Food	2,705	639			2,066	
Other Supplies	10,147				10,147	
Grants to Pub. & Priv. Orgs.	32,630	20,000			12,630	
Equipment Purchases	3,900				3,900	
Trans. to Gen.-Fund Sta-Cap	4,362				4,362	
TOTAL EXPENDITURES	905,566	82,602			822,964	

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Central Office: Twin Island Acres, Biddeford *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1977 Exec. Order 5
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn, and Wanda Evans, Hallowell.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $1,606.85 in FY 80 and are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

S. KIRK STUDSTRUP, FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as the Governor's Alternate to the New England Regional Commission, an institution created by Congress to deal with regional problems and economic development. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	152,510	40,861			111,649	
State Share of Retirement	24,943	6,701			18,242	
Prof Service, Not By State	38,600				38,600	
Computer Service, By State	50	50				
Other Prof Serv, By State	63	63				
Travel Expenses, In-State	956	66			890	
Travel Expense, Out-State	4,423	1,910			2,513	
Utilities	5,453	3,995			1,458	
Insurance	7				7	
General Operating Expense	2,016	1,825			191	
Other Supplies	236	176			60	
Trans. to Gen.-Fund Sta-Cap	88				88	
TOTAL EXPENDITURES	229,345	55,647			173,698	

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

WILLIAM B. TROUBH, CHAIRMAN
CONNIE LaPOINTE, Administrative Assistant to the Governor

Central Office: State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens and are members of the bar who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members receive $45.00 per diem compensation plus expenses.

PROGRAM: During fiscal year 1980, the Governor's Select Committee on Judicial Appointments met six times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

In turn, twenty-two of these suggested candidates were nominated by the Governor to fill vacant posts. All of these nominees were ultimately confirmed by the Maine State Senate.

As a result of this productive first year of activity, the Select Committee feels that its efforts have materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

JUVENILE JUSTICE ADVISORY GROUP

A. L. CARLISLE, CHAIRMAN
MARY G. O'CONNELL, Juvenile Justice Specialist

Central Office: 11 Parkwood Drive, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112A; *Citation:* Exec. Order 4 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Juvenile Justice Advisory Group was created in response to the Juvenile Justice and Delinquency Prevention Act of 1974 as amended which requires each state to establish the same if it wishes to receive funding under the Act. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and comment on all juvenile justice and delinquency prevention grant applications to the Maine Criminal Justice Planning and Assistance Agency (MCJPAA). In addition, the Juvenile Justice Advisory Group: advises the MCJPAA, its Board of Directors, the Governor and the Legislature on matters related to juvenile justice; monitors State compliance with the requirements of deinstitutionalization of status and non-offenders and separation of juveniles from adults; advises on MCJPAA Supervisory Board composition; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979. Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government. Also at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Director of the Maine Criminal Justice Planning and Assistance Agency, who may appoint staff as he deems necessary to implement the purposes of the Executive Order. The Maine Criminal Justice Planning and Assistance Agency is the fiscal agent of the advisory group.

PROGRAM: The Advisory Group had no program during FY 80.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office: AMHI, Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: March 19, 1976 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 79 Exec. Order 12

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been supported by Executive Order No. 12 FY 78/79, issued on May 9, 1979.

The Council's membership consists of: the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Planning Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; a member of the Maine Senate, a member of the Maine House of Representatives, and the Chairman of the Regional Planning Commission's Directors Association. The Maine Senate member is appointed by the President of the Senate and the House member by the Speaker of the House.

PROGRAM: The Land and Water Resources Council met five times during FY 1980. The Council's work program progressed in the following areas:

Developing a Resource Management System.

Management Strategy for Maine's Ground Water Resources: The discovery of toxic chemical contamination of a water supply aquifer in the Town of East Gray during 1978 generated strong concern for protection of the State's ground water resources. In August, 1978, the Council formed a Ground Water Coordinating Subcommittee to recommend steps to improve the State's ability to understand and manage its ground water resources. After a year of indepth study, the Subcommittee made ten recommendations to deal with the problems.

The adopted recommendations are that: the State establish the preservation of existing ground water quality as a management goal; the Maine Geological Survey complete inventories of surficial and bedrock aquifers; the Maine Geological Survey, in cooperation with the U.S. Geological Survey, expand the existing ground water quality and quantity monitoring program over the next ten years to include 40 additional wells; the Department of Conservation create an additional staff position in the Hydrogeology Program of the Maine Geological Survey to conduct an expanded ground water research program; the Maine

Geological Survey, working cooperatively with the Department of Environmental Protection and the University of Maine, identify and describe the data base and research needed to support adequately an effective ground water management program; the Hazardous Materials Control Act be amended to deal with situations involving ground water; the University of Maine, working cooperatively with appropriate state and federal agencies, prepare and implement a long-term ground water resource public education program; the Department of Environmental Protection, with funding and cooperation of the Maine Geological Survey, and the U.S. Geological Survey, conduct appropriate field and laboratory studies to determine what activities have sufficient potential for ground water contamination; and, the Maine Land and Water Resources Council coordinate the State's ground water management program.

On October 11, 1979, Governor Joseph Brennan sent a letter to the Council's members, directing them to implement the report's recommendations.

Solving High Priority Problems.

Policy Recommendations for Reducing Coastal Storm Damages: In 1978, two winter storms caused 47 million dollars of property damage along Maine's coast. In June, 1978, the Council formed a task force to study coastal storm damages and make recommendations to reduce future problems. After six months of careful study, including field evaluation of the storm damages, the task force developed their report, "Policy Recommendations for Reducing Coastal Storm damages." Following Council member agency review of the report it was adopted by the Council in December, 1978.

During FY 80, the Council made progress in implementing all of the report's major recommendations. Most notably, Council staff drafted "An Act to Allow the Board of Environmental Protection to Regulate Activities Affecting Sand Dunes under the Alteration of Coastal Wetlands Program." The Act was passed by the 109th session of the Legislature, signed by the Governor, and is now Chapter 504 of the Public Laws of 1979.

Policy Formulation.

River Basin Plan Review: The Council formed a subcommittee to review the eight river basin plan overviews that the New England River Basins Commission (NERBC) will be developing for Maine. The subcommittee formulated specific recommendations to guide NERBC's basin planning activities in Maine. These recommendations were approved by the Council and transmitted to NERBC. Most importantly, the Council requested that the river basin overviews in Maine focus on major problems that can be solved by federal action, or federally assisted programs in conjunction with state action.

During FY 80 the Council reviewed and approved, with specific changes in the recommendations sections, the Kennebec River, the Saco River, and Piscataqua River Basins Overviews.

Investigation into the Feasibility of Establishing a Statewide Geographic Information System: A geographic information system (GIS) is a computerized system for storing and retrieving data, usually in map form, which is referenced to spatial locations. The great advantages of these systems is that spatial data can be overlayed to create maps which display a pictorial analysis of two or more types of information.

In August, 1976, the Council established a subcommittee to determine the feasibility of establishing a statewide geographic information system in Maine. The State Planning Office, in conjunction with the University of Maine, developed the report, "Investigation into the Feasibility of Establishing a Statewide Geographic Information System," April, 1978. The study found that a GIS is not cost effective for Maine's natural resource agencies at this time. The decreasing costs of these systems will make their statewide application more feasible in the future. The study recommended that Maine State agencies concentrate on coordinating data collection efforts and developing standard codes for data storage. The Council endorsed the report's recommendations.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources

State Activities Related to the Management of Growth and Natural Resources

Policy Recommendations for Reducing Coastal Storm Damages

The Procedural Efficiency of Maine's Environmental Permit System.

A Management Strategy for Maine's Ground Water Resources

Recommended Improvements in Computerized Management of Natural Resources Information

FINANCES, FISCAL YEAR 1980: FY 76 Exec. Order 12 provides that expenditures of this unit, which amounted to $21,372 in FY 80, shall be borne by the State Planning Office and are, therefore, included in its financial display.

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

EMILIEN A. LEVESQUE, COORDINATOR (2-79)
ROLAND D. LANDRY, COORDINATOR (5-80)

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102G; *Citation:* FY 75 Exec. Order 11
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

ORGANIZATION: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975.

PROGRAM: Since 1973 this office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in L'Esterel, Quebec, in June of 1979. Topics included discussion on energy resources, transportation and tourist programs. Under the co-chairmanship of the Governor, a new tourist program, known as the International Tourism Region, is being implemented. The program will market New England and the Eastern Canadian Provinces as a tourism region.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

GOVERNOR'S MANAGEMENT TASK FORCE

RODNEY L. SCRIBNER, COMMISSIONER, FINANCE AND ADMINISTRATION
CAROLYN MANSON, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of Maine State Government with an eye toward improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works closely with the Governor and Commissioner of Finance and Administration to: recommend ways to improve the efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force consists of persons with business experience who are appointed by the Governor to serve at his pleasure. It works closely with the Governor and the Commissioner of Finance and Administration in accomplishing its mission. It is anticipated that the Task Force will continue its work over an extended period of time and from time to time will augment its membership with other members of the business community who have special expertise in areas being reviewed.

PROGRAM: Established in October, 1979, during its first year of activity the Governor's Management Task Force completed its initial report to the Governor (*Energy Management in Maine State Government*) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the state of over $4 million per year.

By the end of fiscal 1980 the Task Force's second major study effort was well underway. This project will entail a review of the State's administative support services including: printing and postal services; space management; and telecommunications. It is expected that, when completed, this report will identify further significant savings available to the state.

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (Limited number of free copies.)

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAPPING ADVISORY COMMITTEE

WALTER A. ANDERSON, CHAIRMAN

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: April 8, 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102A; *Citation:* FY 74 Exec. Order 26
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Mapping Advisory Committee was established for the purposes of properly identifying user needs, describing mapping priorities, and developing a more representative budget for base map production with the Federal Cooperative Program, to provide savings and promote more efficient cartographic programming in the State.

ORGANIZATION: The Mapping Advisory Committee, established by Executive Order No. 26 issued by the Governor in April, 1974, is composed of ten members, including representatives of the Departments of Conservation, Inland Fisheries and Wildlife and Transportation, the Bureau of Taxation, the State Planning Office and the University of Maine at Orono. The Director of the Maine Geological Survey serves as chairman and coordinator for the Committee.

PROGRAM: Since it was initiated in 1974, the Mapping Advisory Committee has met on a quarterly basis reviewing the federal mapping program, receiving recommendations from State users and transmitting mapping priorities to the Topographic Division of the U.S. Geological Survey. The Committee also reviews all name changes and makes recommendations to the Federal Government, and acts as a clearing house for all cartographic and photogrametric projects conducted in the State.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit will not exceed $100 per year and are, by administrative decision, included with those of the Maine Geological Survey.

MARKETING AND INFORMATION COMMITTEE

BARBARA COTTRELL, DIRECTOR, SDO

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse, Augusta, Maine 04333
Established: February 1978 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Citation:* FY 78 Exec Order 13
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

KEVIN W. CONCANNON, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta 04333
Established: March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102Q; *Citation:* Exec. Order FY 79 #7
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The primary goal of the Governor's Mental Health Manpower Commission is to create a basic policymaking body in mental health manpower that will systematically address the diverse mental health manpower issues.

The objectives of the Commission over the next five years will be to:

- —become personally knowledgeable about the scope of the mental health manpower system;
- —analyze data which will identify trends, needs, and problems in mental health manpower and to refine such data for identification of issues;
- —prioritize problems in mental health manpower;
- —recommend comprehensive manpower policies to be implemented by the mental health system, including public and private institutions, agencies, and all others involved in providing mental health services;
- —provide liaison with state and federal manpower activities and with various agencies, associations, and universities in the implementation of collaborative action on the recommended policies; and
- —prepare and submit reports and comply with other requirements as requested by the National Institute on Mental Health for supportive federal resources made available to the State of Maine under Public law 78-410, as amended.

ORGANIZATION: The Governor's Mental Health Manpower Commission was created by Executive Order No. 7 FY 79 issued by Governor Joseph E. Brennan on March 20, 1979, to last for a period of five years to March 30, 1984. The Commission is comprised of up to twenty-five members appointed by the Governor for two-year terms. The Commissioner of Mental Health and Corrections is named as Chairman, ex officio.

PROGRAM: The Commission has probed in-depth a number of issues related to mental health manpower during the first year. Issues considered to be priorities and probed in-depth by task groups were:

- —Training needs related to primary care physicians offering mental health services and also training needs of mental health workers (direct care) in public institutions and community settings.
- —Accessibility to mental health services and the manpower implications therein.
- —Funding of mental health services and the determining effect upon manpower utilization.
- —Policy determination and planning objectives, impact upon mental health care providers.
- —Personnel and professional roles.

During the first year of the Commission, these and related issues were explored as they related to mental health services in a macro or systems-wide sense. The analysis for the second year currently underway is to view these same areas as they relate to specific portions of components of the mental health system. Accordingly, task groups have been newly formed around the following: institutions, community mental health facilities, and long-term care facilities. The funding task force, originally formed during year one, will continue to analyze funding mechanisms and the impact upon manpower.

Mental health manpower has been singled out for special attention due to the fact that mental health services are by their nature, labor intensive. Preliminary estimates indicate that

Maine is close to the national average in that 80 to 85% of total mental health costs are manpower costs. The Governor's Mental Health Manpower Commission will be working toward making recommendations to correct costly manpower losses and imbalances in the mental health system from a system-wide perspective.

PUBLICATIONS:

Transcripts of meetings and planning documents available for on-location use at Department of Mental Health and Corrections, State Office Building, Augusta.

Summary of a presentation made by Dr. Elizabeth R. Smith of the National Institute of Mental Health at the first meeting of the Commission, March 28, 1979, "An Introduction to State Mental Health Manpower Development".

"Year One Status Report", Governor's Mental Health Manpower Commission, March, 1980.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $45,816.60 in FY 80 and are, by administrative decision, included with those of the Bureau of Mental Health within the Department of Mental Health and Corrections.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, ACTING CHAIRMAN

Central Office: Education Bldg., Augusta *Telephone:* 289-2541
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Citation:* FY 77 Exec. Order 1
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

PROGRAM: Each of the departments and agencies represented presented to the Committee a statement of its present state of preparedness and an assessment of the impact metric transition would make on it.

The Committee presented to the Governor a tentative outline of a plan for State metric conversion. The final plan will incorporate features of a New England plan cooperatively developed by representatives from the six state area.

In addition, some metric training of State employees has been accomplished. Further activities involve implementation of the State plan and securing the services of a full-time metric coordinator, but these activities await funding.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

RUTH FOSTER, CHAIRMAN
ROBERT D. GIBBONS, Deputy Director SDO

Central Office: 193 State St., Augusta *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec Order 11 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of eleven members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Assocation. Members are appointed annually by the Governor. The Council is required to meet at least four times a year.

PROGRAM: Since its establishment, the Governor's Municipal Advisory Council has met with the Governor once a month to discuss critical municipal concerns regarding such things as the Governor's legislative program the severity of the energy situation on municipalities, solid and hazardous waste management, and highway funding.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

HAROLD S. WESTERMAN, CHAIRMAN

Central Office: 303 Memorial Gymnasium, Orono *Telephone:* 581-7335
Mail Address: University of Maine, Orono, Maine 04469
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Citation:* FY 78 ExecOrder 10

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

STATE PLANNING OFFICE

ALLEN G. PEASE, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 43 *Legislative Count:* 14

Organizational Units:

General Planning Assistance Division
Economic Planning Statistical Services Division
Office of the Director
Natural Resources Planning Div.
Technical Services Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and review and coordination of federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards, community development groups and Indian Tribal governments in Maine; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England River Basins Commission; and to administer the statewide (A-95) clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; and additional Economic Planning & Analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Resources Council, Advisory Committee on Coastal Development and Conservation, federal activities impact coordination, membership on the New England River Basins Commission, Coastal Energy Impact Program administration, and Science and Technology activities coordination.

The internal organization established administratively in 1975 and reorganized in 1979 includes the Office of the Director and three divisions; namely, Planning Assistance Division, Natural Resources Planning Division, and Economic Planning and Statistical Services Division.

PROGRAM:

State Government Reorganization. In October, 1973, the final three umbrella agencies of the Comprehensive Governmental Reorganization Project went into effect. This action completed a task begun in May, 1970, aided by federal grants from Housing and Urban Development (HUD), and established the following cabinet level departments; Agriculture, Business

Regulation, Commerce and Industry, Conservation, Educational and Cultural Services, Environmental Protection, Transportation, Finance and Administration, Human Services, Manpower Affairs, Marine Resources and Mental Health and Corrections. Also created were the Departments of Military, Civil Defense and Veterans' Services, Public Safety, and Indian Affairs as special (non-cabinet level) agencies of the Executive Branch.

Major reorganization legislation passed by the 107th Legislature included creation of the State Development Office and the Office of Energy Resources, restructuring of the Personnel Department; establishment of a Central Licensing Bureau for small boards and commissions; and abolition and redistribution of the powers and duties of Executive Council.

A study of the small boards, commissions and agencies of Maine State Government and their relationship to the Executive Branch of State Government was conducted under the supervision of the State Planning Office by students of the Harvard Graduate School of Business Administration. The report entitled *Concensus For Change* was issued in May, 1976. Implementing legislation was subsequently introduced and enacted by the 108th Legislature.

A special Task Force on Government Reorganization was appointed in June, 1976 to review the overall structure of Maine State Government. The findings and recommendations of the Task Force were reported to Governor Longley in October, 1976 and many of the recommendations were presented to the 108th Legislature.

The Task Force on Regional and District Organizations was created in October, 1977 by Executive Order #6 FY 77/78 and asked to inventory and evaluate existing state and federal administrative districts, counties, and regional planning commissions and recommend structural and functional changes. The State Planning Office served as staff for the Task Force during its year-long study. An inventory of substate districts in Maine was completed and the final report, "A More Responsive Government—The Need For a Focus," was issued in November of 1978. Implementing legislation was submitted to the 109th Legislature.

State Clearinghouse (A-95). During FY 80, over 1,250 projects were submitted for review under the provisions of the Office of Management and Budget Circular A-95. Projects included grant applications from state and non-state applicants, federally required state plans and direct federal development projects (including Environmental Impact Statements and Notices of U.S. Government Surplus Property). Information on these projects was submitted to 83 State agency contacts, 133 non-state contacts (11 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies. In October, 1975, the State Clearinghouse began computerization of federal grants awarded to Maine applicants. Information on grants is available upon request.

Legislative Program Coordination and Development. During the 1979 fiscal year, as part of its policy coordination function, the State Planning Office provided assistance in the preparation and development of legislation in several program areas. These included legislative programs for the Land and Water Resources Council, the Committee on Coastal Development and Conservation, the Task Force on Regional and District Organizations, and the Interagency Housing Committee. Additionally, the State Planning Office, through the Director, coordinated the preparation of transitional materials prepared by State agencies that were transmitted to the Governor-elect after the November, 1978 election.

State Housing Plan. The Office, under legislative authority, must prepare an annual report to the Governor and Legislature regarding housing needs in Maine. The first such report, "The Status of Housing in Maine," was released in January 1979 and a series of housing monographs in 1980. Housing studies completed include a report on Housing Rehabilitation in Maine, Elderly and Handicapped Housing Needs, and a variety of statistical reports indicating housing stock, household projections, and federally-assisted housing on a town-by-town basis.

Shoreland Zoning. The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 123 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including the amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act.

General Planning Assistance Division. This Division continues to administer the Department of Housing and Urban Development (HUD) "701" planning grants to seven non-metropolitan regional planning agencies and two Indian Reservations and to coordinate and assist them in their planning programs. HUD funds are also channeled to other Divisions in the State Planning Office for development of State urban policy and development and coordination of urban strategies aimed at reducing urban distress. Coordination and assistance is also provided to the two metropolitan areawide planning agencies. The Planning and Development Advisory Committee, which meets bi-monthly, includes these groups as well as major municipal planning departments. The State Planning Office, the Maine State Housing Authority and the Regional Planning Commissions are cooperating in maintaining a statewide housing plan. The State Planning Office is also coordinating the maintenance of a state land use element of the Comprehensive Plan. During 1978, the Governor adopted the housing and land use elements of a State Comprehensive Plan. The Office provides assistance, on request, directly to municipalities and to individuals on planning-related matters. It also provides staff assistance to the State Capitol Planning Commission in the preparation of the annual up-date of the Maine Capitol Planning Commission Report. In 1980, municipal subdivision regulations, zoning ordinances, building, and mobile home codes were collected and filed in the State Planning Office for the Manufactured Housing Study. These ordinances are available for review in the State Planning Office by the public.

Coordination of the Impact of Federal Activities. By Executive Order the Governor created a Federal Activities Impact Coordination to coordinate the State's input into Defense Department decisions that could have a major impact on the people of the State. Major activities have involved proposed cutbacks at Loring Air Force base and the loss of machine gun contract at Maremont in Saco to a Belgian firm.

Water Resources Program and the Land and Water Resources Council. As in previous years a major emphasis of the Water Resources Program has been to provide the staff for the Land and Water Resources Council described in another section of this report.

During the past year, work continued under the auspices of the Council on preparing recommendations on high-priority water resources issues. These efforts resulted in, among other things, a set of recommendations for improvements in Computerized Management of Natural Resources Information. Substantial Council effort was also allocated to the preparation of River Basin Overviews. These overviews characterize the resources and associated problems in Maine's river basins and recommended actions that should be taken to resolve these problems. Three Overviews were adopted by the Council: the Kennebec, Piscataqua, and Saco. Other major studies which have required considerable staff time include regional hydro power development, power plant siting and water conservation studies being conducted by the New England River Basins Commission.

Implementation of previous Council policy recommendations concerning gro[illegible]ater management and reducing coastal storm damages were pursued. Substantial effor[illegible], also allocated to reviewing plans for a U.S.D.A. Cooperative River Basin Study. U.S. Army Corps of Engineers planning assistance was requested to support this study and these efforts will continue to be coordinated through the Water Resources Program. Considerable attention was also given to state participation in the development of regional and national strategy for water resources planning and management with 1) continuing input to the development of the President's water policy, and 2) participation in activities of the Interstate Conference on Water Problems, the organization of states that shapes state's views on national water policy. The remainder of program activities were concerned essentially with water resources data acquisition needed as a basis for improved resources planning and management. The contribution to specific activities included: 1) identification of Critical Areas related to water, 2) financial support for the ground water mapping program of the Maine Geological Survey, and 3) continuing cooperative studies with the University of Maine to determine coastal areas favorable for large water pollution discharges.

Resource Policy Programs. During the year this program has completed a thorough study of state departmental planning functions and made recommendations for improving the system. The product of the work, a report "Improving Planning at the State Level", recommended changes to the State Planning Offices mandate, the development of overall State policies to guide growth and other changes. More recently the program has begun work on a natural resources assessment. The report will provide an overview of the state of the state's key natural resources and the interrelationships between those resources.

Coastal Program. The Coastal Program, conducted by the State Planning Office, consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for economic benefit of the people of Maine.

Because Maine has in place the basic laws providing for protection of the resources, and therefore has a program which meets the requirements of the federal Coastal Zone Management Act, it is receiving an annual grant of about $1.2 million from the Office of Coastal Zone Management in the Department of Commerce. The State Planning Office's role in the program is to coordinate the functions of state and local governments.

Seventeen percent (17%) of the funds are allocated to state level agencies to deal with issues and policies of statewide significance. By making funds available to the Departments of Environmental Protection and Marine Resources, these agencies are better able to carry out their mandates. The program has supported 3 staff at the DEP who in turn offer assistance to developers in applying for permits and to the Board of Environmental Protection by assuring compliance with the law. The program also provided the funds to develop the information and support necessary for the successful passage of Dunes Protection legislation, as well as for promulgating regulations for the Site and the Wetlands laws. The Department of Marine Resources has received funds to enhance their capability to manage fish stocks and develop a data management system. The data management system will be used to promote the fishing industry in Maine.

Other state level projects have included the preparation of management plans for coastal islands by the Bureau of Public Lands; funding Maine Municipal Association to provide technical assistance to coastal code enforcement officers and start up funds to establish a solid waste recovery facility. An important project for enhanced use of our coastal resources is the recently completed State Aquaculture Plan. This plan outlines positive steps the state can take to promote the state's aquaculture industry.

The majority of Coastal Program funds—66%, are granted to coastal communities to conduct projects they choose as high priority. This year 118 of the 133 communities have applied for and received funds for eligible projects relating to management of coastal resources.

It is very interesting to note that the types of projects the towns wish to do correspond very closely to the objectives of the coastal program:

—To protect coastal resources from unwise use or development and preserve their public value, towns are preparing plans to manage such special resources as beaches, wetlands or islands. They are also developing and revising land use ordinances so they can guide orderly development and growth.

—To develop coastal resources which provide economic benefits and quality jobs and are compatible with cultural and environmental values, many coastal towns are doing work to enhance the productivity of their shellfish beds, while others are assessing the needs of local area fishermen for fish piers, and preparing redevelopment plans for decayed waterfronts.

—To improve access to the shoreline for fishing, recreation and other public uses, towns are searching titles and town records to clarify public rights of access, are planning increased recreational access sites by identifying suitable areas to acquire and develop for park purposes.

—To improve management of coastal development, many towns are preparing comprehensive plans and appropriate ordinances to implement them.

All these projects are administered through contracts or memos of agreements which the State Planning Office administers. Payments on contracts are contingent on satisfactory performance of tasks. In addition to these projects the SPO and RPC's, who also receive funds from the program, provide technical information and planning services to municipalities. This effort is primarily aimed at decision makers on the local level who are charged with local land use regulation responsibilities.

Another part of the Coastal Zone Management Act is "federal consistency" provision which allows the state to review all federal actions taking place in the coastal zone. The SPO, being lead agency for coastal management, coordinates the review by state and local agencies. This is particularly important with regard to the proposed exploration for oil in Georges Bank. The SPO will coordinate the review for consistency with the state's policy so that the activity will have minimal impact on our fishing industry.

Economic Planning & Statistical Services Division. The Division undertakes work in a variety of areas: strategic economic planning; policy analysis; economic research and analysis; and technical assistance.

Strategic economic planning: Work in this area is undertaken to assist in the preparation and implementation of development strategies for the State as a whole, geographic regions of Maine, and key sectors of the State's economy. This work is done in cooperation with State agencies, regional and community groups, and private business groups.

In February of 1979, the Division published *The Economy of Maine; An Overall Assessment.* The analysis in this document:

1. describes the essential characteristics of the Maine Economy and how they have changed over the past generation;
2. explains, in terms of basic economic forces, why these characteristics exist and these changes have occurred;
3. projects how the economy of Maine is likely to change over the near future; and
4. identifies issues where state government actions can make a significant difference.

The Division, with the assistance of other agency divisions, is currently working from this base as well as other research efforts in the drafting of a statewide economic development strategy for submission to the Governor. Over the past year the Division has also assisted other state agencies in the preparation of development strategies for fisheries, ports, tourism, forest-based industries, and agriculture. For the State Development Office, the Division identified industries which appear to be good prospects for locating new operations in Maine, and assisted in the development of promotional materials.

In 1980 the Division prepared the Governor's Annual Report on the State's Economy; has begun a series of reports on economic development innovations in Maine; produced the Maine Tourism Quarterly; the Quarterly Sales Tax Reports and related economic development reports.

Policy Analysis and Development: Economic Policy analysis is undertaken to make information available about the economic benefits and costs of major proposed actions (e.g., legislation, projects) in Maine before the action is taken. The Division's primary role often is to prepare an objective evaluation of the issue or project; sometimes it is also asked to prepare a recommended course of action. This work encompasses evaluations of both large-scale projects and major subjects with significant economic ramifications The Division prepared a set of state rural strategies which were adopted by the Governor and also staffs the Governor's Rural Development Committee. In a companion effort several reports were also produced in the area of urban development which will lead to overall state urban development goals.

While earlier work has provided us with a foundation for policy and program development, there is the necessity to review each area where state actions affect and aid economic development. Principal areas of specific program investigation and development include: tax analysis, financial assistance for business, business development and assistance, coordination of capital improvements and program expenditures, and community development and assistance. A further element of this effort involves a regular review of the State's business climate as perceived by others and as indicated in our own analysis.

The Division also has principal responsibility, working closely with other State agencies and the Federal Government, for developing the policy of the State on offshore oil (OCS) exploration and development.

Research and analysis: This work is undertaken (a) to organize and disseminate factual data in a format that will be useful to a wide range of economic and business analysts, and (b) to prepare economic forecasts that will be helpful to business and government planners.

In collaboration with other State agencies, the Division prepares reports, bulletins, and data about Maine's economy. This includes the preparation of short-range economic forecasts on a semi-annual cycle (as a member of the New England Economic Project), quarterly reports on retail sales (sales tax reports), manpower needs forecasts (in cooperation with the Department of Manpower Affairs), and evaluations about the comparative costs of doing business in Maine.

This Division is responsible for the development of a centralized socio-economic data base; the monitoring of housing activity within the State; basic research and data analysis; providing assistance in government reorganization studies; information dissemination; and technical assistance to towns, regional and state agencies in regard to data use and analysis. The division has developed a town based, computerized data system for use by local, regional and state agencies in their application for Federal grants and for general planning and policy formulation purposes. The division is the primary focus with regard to implementing an Executive Order establishing the State Planning Office as the official State Government Socio-Economic Data Center.

A major function of the division is data analysis and research. Activities in this area include the development and maintenance of standard land use, cover and geo codes; research support to the State Development Office; analysis of social, economic and demographic trends; population and household projections; assistance to the Governor and Legislature via the Office Director in regard to governmental reorganization; and the maintenance and analysis of census information.

The division is further responsible for the development, maintenance and coordination of a statewise housing plan. Due to a legislative mandate the division is responsible for the establishment of a housing monitoring system and for preparing an annual report to the Governor and Legislature regarding housing needs and projections.

Technical assistance: These activities are undertaken to provide data, analytical assistance, and other technical and staff support to private and public groups working to develop Maine's economy, evaluate the benefits and costs of pending actions, and take advantage of governmental economic development programs. This includes assistance to the Governor, individual State agencies, and regional, community, and private groups. Division staff also help prepare and implement new development and analytical techniques.

Considerable staff and financial support was extended to the Maine Development Foundation in getting it established. A regional economic impact model (RSIM) has been developed to assess the community and regional impacts of large-scale development proposals. Working in cooperation with the Legislature and Governor, a State Science Engineering and Technology (SSET) project to improve the use of technical information in State government has been completed.

The Division also administers the Coastal Energy Impact Program (to help communities and the State accommodate new energy facilities); assists the Governor in his allocation of discretionary federal economic funds; and provides economic analysis required by law in the formulation of the biennial budget.

PUBLICATIONS: (free)

Statistical Reports (socio-economic data by Town)
Maine Housing Resources Directory
Standard Classification System for Land Use Coding in Maine
Public Policy and Maine Housing
Index of Maine State Planning Office and Informational Resources
Maine Planning and Land Use Laws 1978-1979
A Survey of Municipal Planning and Regulatory Activity, 1978
  State Planning Office
Maine Critical Areas Program—The Landowners Options
Management of Water and Related Land Resources in the State of Maine
Maine Coastal Inventory
  A series of maps and Maine Coastal Inventory Handbook
Standard Classification System for Land Cover in Maine;
  Land Cover Coding Manual
Maine's Coast-Special Consideration for the Municipal Planning Process
Draft State Housing Plan
Housing Monographs
Index of State Agency Data Files
Maine Housing Newsletter
Maine State Planning Digest
1977 Maine Directory of Natural Resources Organizations
Regional Planning in Maine—A status report—June 1979
Rural Resource Guides for Local Officials
Description of A-95 State Clearinghouse
Maine State Clearinghouse (A-95) Review Procedures
Maine's Coastal Program
State Activities Related to the Management of Growth and Natural Resources

State Policies for the Management of Growth and Natural Resources
The Groundwater Handbook
Critical Areas Program planning reports on a variety of topics, e.g. eskers, waterfalls
Towards a Fisheries Development Strategy for Maine, Jan., 1978 (C.E. Maguire, Inc. for the Department of Marine Resources)
Policy Recommendations for Reducing Coastal Storm Damages
Rural Development Needs as Perceived by Local Officials
State of Maine: Travel Development Study, Jan., 1978 (Economics Research Associates for the State Development Office)
Maine Port Development Study, Phase I, Three Volumes, Nov., 1977 (Maine Department of Transportation)
Maine Port Development Study, Institutional Changes in Maine State Government Agencies for Improved Port Planning and Development Functions, Dec., 1977 (State Planning Office for the Department of Transportation)
Maine Port Development Study, Feasibility Study of the Development of Cargo Handling Facilities at Maine Ports, Jan., 1978 (Fay, Spofford & Thorndike, Inc. for the Department of Transportation)
Maine and the Search for OCS Oil & Gas
An Annotated Bibliography of OCS Documents in Maine—OCS Technical Memorandum 1, Oct., 1977
Service Bases for Offshore Oil—OCS Technical Memorandum 2, Dec., 1977
Maine Tourism Quarterly
Capital Markets in Maine—Recommendations to Improve the Formation of Capital for Economic Development, Jan., 1977
The Economics of Dickey-Lincoln from Maine's Perspective, Sept., 1977
Governor's Annual Report on the Economy
Maine Sales Tax Report (Quarterly)
New England Economic Project—Economic Outlook (semiannual)
Regional Socioeconomic Impact Model—A Model to Forecast the Socioeconomic Impacts of a New Industry in Maine, Oct., 1977
Strategies for Revitalizing Rural Maine
The Coastal Energy Impact Program, March 1978
The Maine Coast—A statistical source 1978
Coastal Program—Local Projects
Municipal Rural Resource Guides (8)
Economic Distress and the Changing Nature of Rural Maine: a New Perspective for Policy Development
Agriculture in Maine: A Policy Report
Coastal Projects Exchange
The Maine Coastal Program—Newsletter
Surficial Geology Handbook
The Ecology of Maine's Inter-tidal invertibrates
The Maine Coast: Issues Considered—a report to the Governor by his Advisory Committee on Coastal Development and Conservation
Where Should Heavy Industry be Sited in Coastal Maine? (Maine Dept. of Conservation)
Cumulative Impact of Incremental Development on the Maine Coast (Land Use Consultants, Inc. for Dept. of Conservation)
Natural Resources Information Transfer (The Research Institute of the Gulf of Maine)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	705,097	262,688			442,409	
State Share of Retirement	119,407	43,542			75,865	
Prof Service, Not By State	933,074	42,564			890,510	
Computer Service, By State	10,856	6,226			4,630	
Other Prof Serv, By State	3,857	25			3,832	
Travel Expenses, In-State	12,482	5,564			6,918	
Travel Expense, Out-State	10,860	3,585			7,275	
Operation—State Vehicles	2,323	1,012			1,311	
Utilities	24,489	23,277			1,212	
Rents	7,831	5,184			2,647	
Repairs	537	256			281	
Insurance	82	32			50	
General Operating Expense	108,806	60,444			48,362	
Food	35				35	
Other Supplies	18,052	5,970			12,082	
Grants to Pub. & Priv. Orgs.	196,451	113,051			83,400	
Public Assistance Grants	175				175	
Equipment Purchases	4,866				4,866	
Trans. to Gen. Fund Sta-Cap	36,253				36,253	
TOTAL EXPENDITURES	2,187,869	573,420			1,614,449	

MAINE VACATION-TRAVEL COUNCIL

GORDON CLAPP, CHAIRPERSON

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: April 13, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102R; *Citation:* G FY 79 #10
Average Count—All Positions: 43 *Legislative Count:* 14

PURPOSE: The purpose of the Maine Vacation-Travel Council is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation-Travel Council also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Council monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Council is appointed by the Governor and is made up of eleven members, nine of whom represent various segments of the vacation-travel industry and two of whom represent regions of Maine. Persons who are appointed by virtue of an office they hold in a specific vacation-travel organization serve only as long as they continue to hold office and are replaced by their successor in office. Regional representatives are named for one-year terms and the appointments are rotated among the various regions of Maine. Three additional ex-officio members represent the Department of Transportation, the State Development Office and the Maine Publicity Bureau. The Council meets at least bi-monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation-Travel Council has served as an advisory group to both the State Development Office and the Governor in the last year. Specifically, they have worked with the Office of Energy Resources, the Maine Publicity Bureau, and the State Development Office to alleviate the impact of the gasoline shortage in the summer of 1979. At the request of the Council, a gasoline availability bulletin was prepared and distributed in the State of Maine, and a toll-free WATS line was installed to answer questions concerning gasoline supplies.

The Council organized a series of seminars on tour packaging in the fall of 1979. The seminars were attended by property owners interested in working with tour brokers.

The Council has also organized a "State of Maine Days" weekend on June 27-30, 1980. This weekend was intended to demonstrate the importance of tourism as an industry for Maine. As a result of a request by the Council, Governor Brennan issued a proclamation declaring June 27-June 30 as Tourism Appreciation Weekend.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of State Development Office.

GOVERNOR'S ADVISORY COMMITTEE ON WORLD TRADE

THOMAS M. CHAPPEL, CHAIRMAN
WANDA J. EVANS, Projects Officer SDO

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102T; *Citation:* Exec. Order 7 FY 80
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Advisory Committee on World Trade was established for the purpose of recommending to the Governor goals, objectives, strategies, and programs designed to stimulate world trade, encourage foreign investment in Maine, and to provide export assistance to Maine companies; and promoting the opportunities in world trade to all Maine businesses. In carrying out these responsibilities, the Committee: recommends specific steps the Governor can take to provide professional services to Maine companies to further develop world trade; helps establish a system to coordinate information and services pertaining to world trade; prepares promotional, educational, and training recommendations to stimulate world trade; prepares legislative and other recommendations, as appropriate, to stimulate world trade and foreign investment in Maine; identifies the inhibiting factors to further development of world trade and recommends steps to overcome those factors which can be affected by State government; and conducts such other activities as appropriate to advise the governor on world trade and to assist Maine companies to participate in international markets.

ORGANIZATION: The Governor's Advisory Committee on World Trade was established on October 10, 1979 by Executive Order 7 FY 80. The Committee is appointed by the Governor, to serve at his pleasure. The membership includes private and public representatives with a responsibility to encourage world trade and international business development and/or special knowledge about this subject. Ex-officio Committee members include the President of the Maine Development Foundation, the Director of the State Development Office, and the Director of the State Planning Office. The chairman is appointed by the Governor from among the members of the Committee.

PROGRAM: In Fiscal Year 1980, the Governor's Advisory Council on World Trade completed its principal assignment and recommended to the Governor a program to expand Maine's international trade capabilities. The Council's goal, "to increase Maine's employment and wealth through international trade", will be accomplished by the achievement of two key objectives: the increase in Maine exports by five times its 1978 volume of $200 million to one billion dollars annually by 1985; and (2) the increase of capital investment in Maine's economy from international investors.

In line with its objectives, the Council has recommended that the State build a World Trade staff and government program capability which utilizes the best skills of both the public and private sectors.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287
Average Count—All Positions: 923 *Legislative Count:* 1009

Organizational Units:
- Bureau of the Budget
- Bureau of Accounts and Control
- Bureau of Central Computer Services
- Bureau of Purchases
- Bureau of Public Improvements
- Bureau of Taxation
- Bureau of Alcoholic Beverages
- Board of Emergency Municipal Finance
- Maine Insurance Advisory Board
- Review Committee for Contractual Services
- Standardization Committee
- Capitol Planning Commission
- Land Use Tax Committee
- State Liquor Commission
- Board of Trustees, Accident and Sickness or Health Insurance Program
- Advisory Council on Deferred Compensation Plans
- Advisory Committee on State Communications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government.

ORGANIZATION: An organization chart is provided in this report.

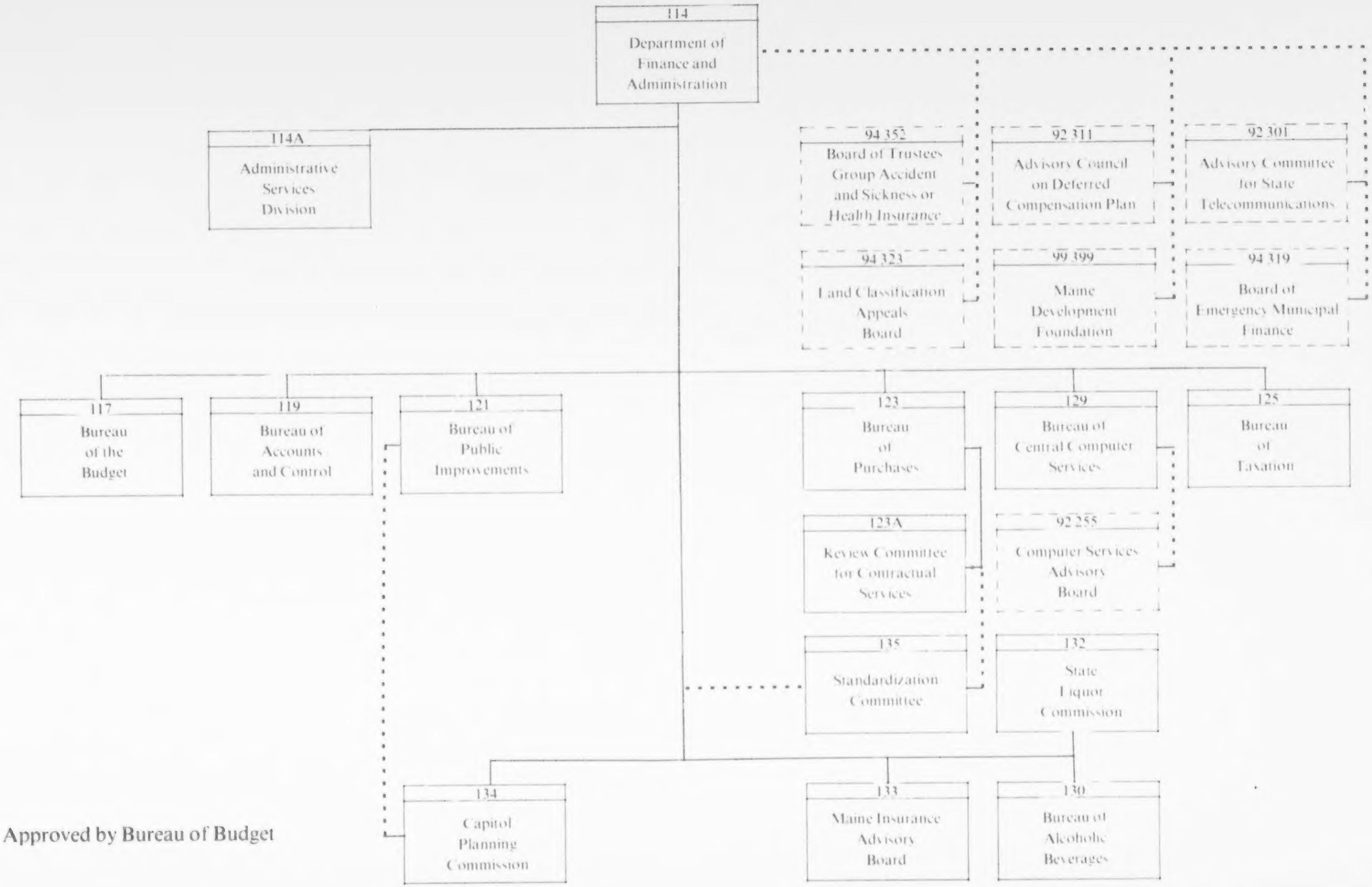
PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	204,041	204,041				
State Share of Retirement	34,463	34,463				
Prof Service, Not By State	29,010	29,010				
Other Prof Serv, By State	6,391	6,391				
Travel Expenses, In-State	317	317				
Travel Expense, Out-State	79	79				
Utilities	7,180	7,180				
Repairs	255	255				
General Operating Expense	3,175	3,175				
Food	223	223				
Other Supplies	1,520	1,520				
Grants to Pub. & Priv. Orgs.	95,000	95,000				
Pensions	585	585				
Equipment Purchases	426	426				
TOTAL EXPENDITURES	382,665	382,665				

DEPARTMENT OF FINANCE AND ADMINISTRATION
UMB 08


114
Department of Finance and Administration
114A
Administrative Services Division
94 352
Board of Trustees Group Accident and Sickness or Health Insurance
92 311
Advisory Council on Deferred Compensation Plan
92 301
Advisory Committee for State Telecommunications
94 323
Land Classification Appeals Board
99 399
Maine Development Foundation
94 319
Board of Emergency Municipal Finance
117
Bureau of the Budget
119
Bureau of Accounts and Control
121
Bureau of Public Improvements
123
Bureau of Purchases
129
Bureau of Central Computer Services
125
Bureau of Taxation
123A
Review Committee for Contractual Services
92 255
Computer Services Advisory Board
135
Standardization Committee
132
State Liquor Commission
134
Capitol Planning Commission
133
Maine Insurance Advisory Board
130
Bureau of Alcoholic Beverages

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,728,267	6,128,565		188,832	13,620	4,397,250
State Share of Retirement	1,868,798	1,061,419		40,754	2,376	764,249
Prof Service, Not By State	517,126	203,934		140	15,939	297,113
Computer Service, By State	637,417	591,764				45,653
Other Prof Serv, By State	36,719	32,627		25		4,067
Travel Expenses, In-State	204,303	188,124				16,179
Travel Expense, Out-State	94,731	81,573				13,158
Operation—State Vehicles	70,027	29,276		10		40,741
Utilities	1,048,520	553,223		107,055		388,242
Rents	1,063,921	34,655				1,029,266
Repairs	1,059,627	367,550		10,088		681,989
Insurance	289,197	92,083		26		197,088
General Operating Expense	566,151	435,910		42	95	130,104
Food	249	249				
Fuel	313,834	227,783		15,274		70,777
Other Supplies	637,778	276,739		2,551		358,488
Depreciation	1,357,267					1,357,267
Highway Materials	63	63				
Grants to Local Govts.	1,884,509	500,000	1,384,509			
Grants to Pub. & Priv. Orgs.	95,000	95,000				
Public Assistance Grants	5,473,089	5,473,089				
Misc. Grants to Individual	151,200	151,200				
Pensions	47,914	12,466		27		35,421
Land and Land Rights	2,373					2,373
Buildings & Improvements	711,883	188,193			2,345	521,345
Equipment Purchases	74,778	73,689			1,089	
Structures & Improvements	25,899	16,301			9,598	
Debt Retirement, Interest	139,145					139,145
Chgs. to Asset/Liab. Accts.	42,830					42,830
Transfer to General Fund	92,095					92,095
Trans. to Gen.-Fund Sta-Cap	132,340				510	131,830
TOTAL EXPENDITURES	29,367,050	16,815,475	1,384,509	364,824	45,572	10,756,670

BUREAU OF ACCOUNTS AND CONTROL
DONALD A. BROWN, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 64 *Legislative Count:* 68

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).
Condensed Financial Report (free).

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	737,574	737,574				
State Share of Retirement	130,232	130,232				
Prof Service, Not By State	373	373				
Computer Service, By State	206,841	206,841				
Other Prof Serv, By State	3	3				
Travel Expenses, In-State	3,946	3,946				
Travel Expense, Out-State	350	350				
Utilities	10,317	10,317				
Repairs	835	835				
Insurance	4	4				
General Operating Expense	12,926	12,926				
Other Supplies	4,740	4,740				
Pensions	131	131				
Equipment Purchases	1,192	1,192				
TOTAL EXPENDITURES	1,109,464	1,109,464				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR
FRANK H. ROBIE, Administrative Assistant

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 251 *Legislative Count:* 275

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages.

The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and six more store were converted during FY 80. The Bureau now operates 36 self-service outlets and the program will be continued within available funds and at suitable locations.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 80 more agencies were established making the total fifty-two and more are currently under consideration.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

LICENSES, PERMITS, ETC.:

License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:
- Certificate of Approval for Wine, Beer
- Alcohol
- Catering
- Identification Card

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,924,669					2,924,669
State Share of Retirement	504,625					504,625
Prof. Service, Not By State	9,715					9,715
Computer Service, By State	33,800					33,800
Other Prof Serv, By State	4,060					4,060
Travel Expenses, In-State	11,006					11,006
Travel Expense, Out-State	1,053					1,053
Operation—State Vehicles	25,152					25,152
Utilities	333,980					333,980
Rents	320,462					320,462
Repairs	33,728					33,728
Insurance	11,640					11,640
General Operating Expense	89,412					89,412
Fuel	69,501					69,501
Other Supplies	99,879					99,879
Depreciation	55,994					55,994
Pensions	32,169					32,169
Transfer to General Fund	77,067					77,067
Trans. to Gen.-Fund Sta-Cap	41,674					41,674
TOTAL EXPENDITURES	4,679,586					4,679,586

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, altering, revising, increasing or decreasing items as deemed necessary in view of the needs of various departments and agencies and the total anticipated income of State Government during the next biennium. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature no later than two weeks in the case of the Governor, and no later than six weeks in the case of a Governor-elect, after the start of the regular legislative session.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium, including a general budget summary supported by explanatory schedules and statements; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. The State Budget Officer, in conjunction with the Governor, reviews the requested allotments and, if they deem it necessary, revise, alter or change such allotments before approval and authorization for the State Controller to allow expenditures to be made from funds available. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	211,464	211,464				
State Share of Retirement	34,726	34,726				
Prof Service, Not By State	1,367	1,367				
Computer Service, By State	36,700	36,700				
Travel Expenses, In-State	311	311				
Utilities	5,710	5,710				
Rents	3,009	3,009				
Repairs	291	291				
Insurance	8	8				
General Operating Expense	10,995	10,995				
Other Supplies	1,067	1,067				
Equipment Purchases	1,159	1,159				
TOTAL EXPENDITURES	306,807	306,807				

CAPITOL PLANNING COMMISSION

ALLEN G. PEASE, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, and six members appointed by the Governor: a member of the Augusta City Council, a resident of the Capitol Complex area and four citizens who are not Augusta residents. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Commission must meet at least once every four months.

PROGRAM: The Capital Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. Currently the Commission is reviewing its rules and regulations in an effort to be more responsive to its legislative mandate. The Commission anticipates these changes in the rules and regulations which will be ready for public hearing in the fall of 1979. In addition, the Commission has commenced work on a report which will be presented to the next session of the Legislature. This report will make some recommendations regarding the rule-making authority of the Commission and support for ability to enforce such rules and regulations.

During the year legislation was approved by the 109th Legislature which restructured the membership of the Commission. Basically, the membership composition under the new legislation will grant more local representation which will increase the overall total membership from 7 to 9.

PUBLICATIONS:
Capitol Planning Commission Report to the 108th Legislature, February 10, 1978

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 63 *Legislative Count:* 71
Organizational Units:
Computer Operations Division
Systems Software Division
Systems and Programming Division
Data Processing Training Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the purchase and rental of data processing equipment by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM: Computer Operations, Systems Software, Systems and Programming and Data Processing Training are the four major functional areas within Central Computer Services.

Computer Operations. The primary objective of Computer Operations continues to be the providing of responsive and efficient service to those agencies needing computer processing, media library, data entry, auxiliary or clerical data processing services. During the past year increased demands for services have resulted in the upgrading of the Honeywell and IBM disk storage systems.

As a result of a Central Computer Services Administration study and their development of a pilot project mechanism a Honeywell Page Printing System was installed as an interim step toward full time production of all original, 8½" x 11" computer reports at a very high rate of speed and at an economical price. User acceptance of the product in the first six months of the project has been very encouraging. In addition, a Data 100 Automated Data Entry (Key to Disk) System has been installed to better facilitate handling of requests for Data Entry services.

In a new effort to assist communication users, and in response to the increases in network complexity, we have added a full time Data Communications Technician to act as an interface and coordinator between our users, our vendors and the communications carriers.

Systems Software. This group is responsible for the generation and maintenance of our IBM and Honeywell operating system software, the maintenance and reporting of our capacity measurement systems and for developing special programming techniques for the using community.

Both operating systems, Honeywell-GCOS, and IBM-VS1 were upgraded in the past year. Major software additions included the implementation of the VM (Virtual Machine) facility on the IBM 370/148 thus permitting expansion of interactive timesharing for the IBM user community.

Techniques provided by the Systems Software Division were accented by the development of a disk media swapping technique that provided the practical facility to access large data bases such as the Medicaid Management Information System in a much more efficient random technique while using only a fraction of the disk spindles previously required.

Systems and Programming. This unit provides, on a fee basis, systems analysis and programming services for State agencies requesting support.

Approximately one-half of the efforts are directed towards maintenance activities for previously implemented systems. Among the more active systems supported are Legislature, Bill Status; Retirement Actuarial; Personnel Employee; Lottery and Superior Courts.

Other efforts are directed toward development. Major development projects were underway for Vocational Education Accounts Receivable and Grade Reporting, Retirement Contributions, Health Engineering, Safe Drinking Water, Purchases Requisition Processing and Inventory, and Taxation Withholding. In addition, ongoing support was provided for Human Services Medical Management Information Systems and the Governor's Office of Employee Relations.

Data Processing Training. With the expansion of our physical facility it became possible to dedicate space, personnel and resources toward a full time training facility. During FY '80 the Data Processing Training Division experienced considerable success in providing specific training needs, primarily through video assisted learning techniques to Maine State Government.

A total of fifty-eight separate courses were offered to two hundred and twelve students representing sixteen different agencies. Although the majority of courses were structured toward data processing personnel, Supervisory Management and Data Processing related instructions in items such as user Project Management, and Contract Negotiations were offered as well.

The original concept of providing in-house training at minimal cost, due to the nature of the media and the ability to share instructors within government, may need additional refinement, but in its first year has definitely shown considerable usefulness and potential.

Administration. Fiscal Year 1980 proved challenging from many aspects. The Bureau, however, responded well and the number of agencies services climbed to a record seventy-seven.

Fiscally, Central Computer Services was able to continue to offer the same or lower computer rates as the past fiscal year and only had to increase direct charge personnel costs.

Considerable efforts were put into planning for the 1980's and any upcoming replacement of computers. In preparation, Administration prepared and released an RFP for a Communications Processor capable of interfacing to both current systems and any future systems. A starter system is expected to be installed in FY '81.

Assistance was given to several agencies by Administration in areas ranging from Budget and Management to the Design, Implementation and Training of personnel in regard to new systems.

The Bureau continued to perform its responsibility of reviewing and making recommendations on an ever-increasing amount of requests for data processing positions and equipment.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	845,043					845,043
State Share of Retirement	146,903					146,903
Prof Service, Not By State	283,679					283,679
Travel Expenses, In-State	1,212					1,212
Travel Expense, Out-State	6,352					6,352
Utilities	28,299					28,299
Rents	577,732					577,732
Repairs	516,494					516,494
Insurance	4,454					4,454
General Operating Expense	18,185					18,185
Other Supplies	242,923					242,923
Depreciation	1,279,943					1,279,943
Debt Retirement, Interest	139,145					139,145
Chgs. to Asset/Liab. Accts.	42,830					42,830
Transfer to General Fund	15,028					15,028
Trans. to Gen. Fund Sta-Cap	80,255					80,255
TOTAL EXPENDITURES	4,228,477					4,228,477

MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. McKOWEN, EXECUTIVE SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Maine Insurance Advisory Board was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Board reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/79 - 7/1/80
Insured Amount: $660,000,000
Annual Premium: $166,158
Self-Retention: $500,000
Claims Paid & Incurred: $81,134

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/79 - 9/8/80
Limits: $300,000 per occurrence
Premium: $398,850
Number of Units: 4,393
Claims Reported as of 7-1-80: 325
Claims Paid as of 7-1-80: $91,500
(Reserves not available)

STATE AIRCRAFT FLEET INSURANCE

Company: Insurance Company of North America
Agency: Turner Barker & Co., Inc.
Term: 8/6/79 - 8/6/80
Limits: Various — Hull & Liability
Premium: $17,244
Number of Aircraft: 19 Fixed Wing, 6 Rotorcraft = 25 Total
Claims: 1—$3,000.

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlop Agency
Term: 7/9/79 - 7/9/80
Coverage: Employee fidelity, money and securities
Number of Employees: 15,245
Premium: $50,772
Losses Paid & Incurred: 2 open 3,000 est.

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1977:	$3,089,882.78
Net Premiums Deposited:	73,614.97
Investment Income:	413,859.46
Claims Paid & Incurred:	—125,021.30
Balance June 30, 1980:	$3,452,335.91

In FY 80 the facilities of the Self-Insurance Fund will be expanded to assume greater proportions of risk retention.

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; University of Maine; and Department of Educational and Cultural Services, and vocational technical schools. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INSURANCE ADVISORY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	53,674	53,674				
State Share of Retirement	8,887	8,887				
Prof Service, Not By State	543	543				
Computer Service, By State	634	634				
Travel Expenses, In-State	3,316	3,316				
Travel Expense, Out-State	621	621				
Operation—State Vehicles	52					52
Utilities	1,889	1,889				
Rents	100	100				
Repairs	37	37				
Insurance	270,031	90,606				179,425
General Operating Expense	1,225	1,225				
Other Supplies	317	317				
Equipment Purchases	734	734				
TOTAL EXPENDITURES	342,060	162,583				179,477

STATE LIQUOR COMMISSION

ARMAND C. BOLDUC, ACTING CHAIRMAN
GUY A. MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1934 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3 (per Diem)

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in

1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, DIRECTOR*
HOWARD R. McCARTNEY, Assistant Director

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 188 *Legislative Count:* 208

*Since the close of the fiscal year, Leighton H. Cooney, Jr. has been appointed director.

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long- range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future

State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission and the Advisory Committee on State Telecommunications.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who was appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvements and property management functions. The latter became the responsibility of the Bureau's Property Management Division which, in keeping pace with the growth of the State Government's physical plant, has evolved into an administrative entity almost equal to the Bureau itself headed by an Administrator, Physical Plant.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Director is also Chairman of the Advisory Committee on State Telecommunications.

In 1977, a reorganization within the Department of Finance and Administration created a new Bureau of Administrative Services. This new Bureau combined all fiscal, accounting and personnel activities within the Department and removed these functions from BPI. Legislation transferring the Security forces from BPI to Public Safety was enacted. With the consequent reduction in responsibilities, the position of Administrator, Physical Plant was reclassified in 1978 to Chief, Lease Space and Telecommunications to handle those responsibilities, and the position of Superintendent of Buildings was reactivated to handle the Property Management Division.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Energy Audit of Public Schools. The Bureau of Public Improvements completed the initial phase of comprehensive energy audits for 852 eligible public school buildings on June 1, 1980. Half of the $10 million bond issue for retrofitting public schools and State-owned buildings has been allocated to 550 of the 852 school buildings. A second energy bond issue (L.D. 1913) as authorized by the Legislature in March 1980, and approved by the voters, will provide an additional $5,000,000 for energy upgrading projects.

Preliminary calculations indicate that approximately $2.5 million will be required for the balance of public schools (i.e., 302) that have received no funding to date. The remaining monies would be used for projects not originally deemed cost effective, based on oil fuel costs; but, updated, would show a desirable payback period. Also, since the physical characteristics of each school building are saved on computer tape, auditors can prioritize any projects missed and/or requested by the local Superintendent.

Energy Audit of State-Owned Buildings. As of June 1, the audit staff is full-time on State-owned buildings. To date, 230 of 440 State buildings are complete. Next year's workload can be examined in the following: complete energy audits of State buildings. Time Required: 7 months (with full staff); upgrade a minimum of 400 public school energy audits to meet Federal Department of Energy standards as a condition of acceptance of $102,503 Federal operating funds. Time Required: 2.4 months (+) (with full staff); and update public school audit projects for today's fuel costs, and prioritize any addendum in anticipation of the sanctioning of November bond issue. Time Required: 2.5 months (+) (with full staff). We anticipate that passage of the bond issue will extend energy retrofitting of public schools well into 1982. Continued responsibility could be handled with the "proposed" Division of Energy Management.

Leased Space and Telecommunications. There have been a total of 121 leases handled, including 104 new or renegotiated leases for space, and 17 special training or land leases in the last fiscal year, accounting for 264,677 square feet of space (excluding garages, etc.) with a yearly dollar value of $1,305,281.80. Total lease expense for buildings and offices for fiscal year 1980 is estimated at $3,066,848.20. The average cost per square foot has risen approximately 21.4% in fiscal 1980. New buildings either committed or under construction for lease to State agencies are in Brunswick, Calais, Machias, Rockland and Skowhegan.

In addition, 20 new telephone systems have been authorized to meet today's requirements for more and faster communications, with the resulting installation charges exceeding $108,800. Total Statewide telephone costs (except the University System) are estimated to be $4,863,517.60. This is an increase of approximately 15.0% in fiscal 1980. Proposed tariff increases will make a substantial impact, if they are approved by the Public Utilities Commission as submitted.

Planning & Construction. During the year the Bureau monitored construction of 14 major projects and a number of minor projects with a total cost of $11,200,000. The Construction Division also monitored the construction of 33 public schools at a cost of $39,500,000.

The Bureau was involved with the planning and review of 63 major State projects at a cost of $9,500,000. The Bureau was also involved with the planning of 29 public schools with an estimated value of $62,000,000. Furthermore, the Bureau has been involved in planning and space layout of the Deering Building at Augusta Mental Health Institute for office space. The State now has major office space at Augusta Mental Health Institute and Stevens School in Hallowell.

State-Wide Maintenance and Repair Program. The Bureau was responsible for the management of a State-wide Repair Program of approximately $2.28 million.

Property Management Division. Energy saving measures this year have varied from temperature reductions to insulation. Savings of thirty-five percent in oil usage and three percent in electrical power were achieved. Most of the smaller buildings were insulated including the Blaine House, and surrounding buildings and the complex at Hallowell. Weatherstripping was installed on all windows in the Ray and Harlow Buildings at AMHI.

Extensive renovations were made to the Blaine House Pool Room and a ramp for the handicapped was built leading to the front porch.

The Harlow Building project was completed and Conservation Department moved in. They are now working in Marquardt Building to free-up Deering Building.

At Hallowell, six rooms were reconstructed in the Baker Building for the Department of Marine Resources and new facilities completed for the Bookmobile in the Erskine Building. Underground steam and condensate return lines were replaced to conserve energy.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,159,998	1,971,166		188,832		
State Share of Retirement	385,193	344,439		40,754		
Prof Service, Not By State	173,135	156,141		140	15,939	915
Other Prof Serv, By State	1,195	1,170		25		
Travel Expenses, In-State	12,125	12,125				
Travel Expense, Out-State	421	421				
Operation—State Vehicles	29,286	29,276		10		
Utilities	538,644	431,589		107,055		
Rents	15,101	15,031				70
Repairs	456,786	348,711		10,088		97,987
Insurance	1,245	1,219		26		
General Operating Expense	23,882	23,840		42		
Food	26	26				
Fuel	243,057	227,783		15,274		
Other Supplies	80,548	73,503		2,551		4,494
Highway Materials	63	63				
Pensions	11,213	11,186		27		
Land and Land Rights	2,373					2,373
Buildings & Improvements	711,883	188,193			2,345	521,345
Equipment Purchases	59,590	59,590				
Structures & Improvements	25,899	16,301			9,598	
Trans. to Gen.-Fund Sta-Cap	390				390	
TOTAL EXPENDITURES	4,932,053	3,911,773		364,824	28,272	627,184

BUREAU OF PURCHASES

STUART SABEAN, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 66 *Legislative Count:* 81

Organizational Units:

- Purchasing Division
- Reprographics Division
- Surplus Division—State and Federal
- Materials Testing
- Review Committee for Contractual Services
- Central Mail Service
- Central Warehouse
- Central Photo Laboratory
- Central Convenience Copiers
- Standardization Committee
- Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Duplicating, Central Convenience Copiers, and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Reprographics (central printing); State mail service; and both State and Federal surplus programs.

The Bureau's major aim is to have its equipment modernized to the extent of giving faster and more reliable service in all areas. A long-range goal is to have most of the Bureau's functions tied in with Central Computer Services for easy access of data. This includes inventory control from warehouses as well as monetary figures being available quickly on request.

PUBLICATIONS:

The Maine State Government Annual Report (Price to be established by actual cost each year)

Departmental Telephone Directory (Price $1.00)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	883,846	242,688			13,620	627,538
State Share of Retirement	156,583	41,486			2,376	112,721
Prof Service, Not By State	3,030	226				2,804
Computer Service, By State	11,853					11,853
Other Prof Serv, By State	7					7
Travel Expenses, In-State	4,574	613				3,961
Travel Expense, Out-State	5,753					5,753
Operation—State Vehicles	15,537					15,537
Utilities	35,199	9,236				25,963
Rents	131,002					131,002
Repairs	34,232	452				33,780
Insurance	1,601	32				1,569
General Operating Expense	37,902	15,300			95	22,507
Fuel	1,276					1,276
Other Supplies	13,569	2,377				11,192
Depreciation	21,330					21,330
Pensions	3,252					3,252
Equipment Purchases	1,089				1,089	
Trans. to Gen.-Fund Sta-Cap	10,021				120	9,901
TOTAL EXPENDITURES	1,371,656	312,410			17,300	1,041,946

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

STUART SABEAN, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1973 Exec. Order 20
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. In September of that year, again by mutual consent, ex-officio membership of the Committee was changed to replace the Director of Central Computer Services with the State Director of Public Improvements.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

STANDARDIZATION COMMITTEE

STUART SABEAN, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure (there are currently two). The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1980: 5 MRSA Sect 1814 provides that expenditures of this unit, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Incoming Watts: 1-800-452-1924
Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 199 *Legislative Count:* 216

Organizational Units:
- Property Tax Division
- State Tax Division
- Audit Division
- Operations Division
- Enforcement Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use

Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau has implemented a reorganization plan which provides for a Property Tax Division, State Tax Division, Operations Division, Audit Division, and Enforcement Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

Property Tax Division. The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 80. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Division maintained approximately 20,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 8,000,000 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Division completed field studies of the 498 cities, towns and plantations for the 1980 and 1981 State Valuation Programs using the computerized sales ratio program developed by the Division in 1976. Field staff personnel performed approximately 2,500 residential appraisals for supplementing the sales ratio data information bank and conducted 45 appraisals of large industrial/commercial complexes throughout the State.

A property appraisal manual developed by the BOECKH Company in conjunction with the Property Tax Division was distributed to municipal assessors and implemented for use in the Unorganized Territory. The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 18 courses were presented throughout the State in 9 locations with total attendance of 320 student assessors. The Assessor's School was conducted at Bowdoin College for Maine assessors. Two hundred and twenty Maine assessors enrolled in the five basic courses and review course. Certification examinations were prepared and given to 110 applicants. The Division also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law, the use of appraisal techniques. The assistance was provided by telephone and by visitations to the municipalities by Division personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made through the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws. A tax enforcement program was developed and implemented for compliance with the Real Estate Transfer Tax.

The Property Tax Division vigorously emphasized compliance of the minimum assessment standards during 1979/1980 pursuant to Title 36, M.R.S.A., section 327.

Division tax revenues for the fiscal year are as follows:

Property Tax Division

	1979-1980
Unorganized Territory	
Real Estate Tax	$ 6,619,422
Personal Property Tax	77,832
Spruce Budworm Tax	8,403,929
Interest on Tax	16,559
State-wide Real Estate Transfer Tax	816,030
Total	$15,933,772

Sales Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the Fiscal Year ending June 30, 1980 was $215,153,539. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $4,655,798 for the Fiscal Year ending June 30, 1980.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $1,200,000 for the Fiscal Year ending June 30, 1980.

The 109th Legislature (Second Regular Session) enacted legislation to provide for exemption for sales of vehicles, railroad rolling stock, boats and aircraft which are placed in use in interstate or foreign commerce within 10 days of the sale and which are used not less than 80% of the time for the next two years in interstate or foreign commerce.

Inheritance Tax Section. Revenue for the Fiscal Year ending June 30, 1980 totaled $11,452,895. The 109th Legislature enacted legislation which permits a decedent's estate to pay death taxes in the form of works of art; during Fiscal Year 79/80, one Maine estate took advantage of this provision to pay a portion of its liability.

Excise Tax Section: Total net assessments for the Fiscal Year ending June 30, 1980 were: Gasoline, Use Fuel and Motor Carrier Taxes—$50,997,309, Business, Special Industry and Cigarette Taxes—$55,567,572 and Aeronautical Gas Tax—$693,094.

Income Tax Section: Net assessments for corporate income tax for the Fiscal Year ending June 30, 1980 was $45,358,608. Net assessments for the individual income tax for same period was $143,229,031.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 22,780 elderly low cost drug cards being issued for the year ending June 30, 1980. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

Year Ending June 30:	**1978**	**1979**	**1980**
Number of Applications Filed	22,441	26,810	30,533
Number of Applications Approved	20,813	24,711	25,637
Total Refunds	$4,349,862.00	$5,870,373.00	$5,478,176.00
Average Refund	$ 209.00	$ 237.56	$ 213.68

Audit Division. The Audit Division coordinates and performs field audits for sales, income and motor fuel taxes.

During the past fiscal year, the Audit Division was separated from internal delinquent account activities. Audit personnel, however, continue to be used for field contact where necessary.

The Audit Division is in the process of developing a statistical program which will yield data relative to possible audit leads and work is continuing on developing multi-faceted examiners. Proficiency in at least two tax areas is the current goal.

Audit statistics for fiscal year ending June 30, 1980:

Net Revenue:

Sales Tax		$3,092,173
Income Tax		2,363,557
Excise Tax		189,475
Property Tax		55,445
	TOTAL	$5,700,650
In-State		$2,777,594
Out-of-State		2,923,056
	TOTAL	$5,700,650

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation, along with various staff functions. These functions include legislative matters, administrative studies and Bureau communications.

The Business Services Section provides mail processing, revenue accounting and data entry services. The volume of returns processed approached one million, while revenue was in excess of $538,000,000.

The Computer Services Section operates and controls the Bureau's computerized systems. Continuresulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes.

Enforcement Division. This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating non-filers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1980:

	Number of Assessments	*Assessments*
Individual	2754	$464,998
Corporate	208	285,620
	2962	$750,618

The Compliance Unit develops and utilizes internally-generated resources to detect non-filers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. §141 in aggravated cases on non-filing of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the non-filing of Maine Income Tax Returns. To date, Grand Jury criminal indictments have been rendered against six individuals for failure to file returns. Two of the criminal cases were successfully prosecuted and four are pending trial.

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.

Use Fuel:
  Use Fuel Tax License—Permanent.
  Use Fuel Dealers License—Permanent.
Gasoline:
  Distributors Certificate—Permanent.
  Exporters Certificate—Permanent.
  Importers Certificate—Permanent.
Lubrication Oils: Distributors Certificate—Permanent.
Cigarettes:
  Dealers Permanent Cigarette License.
  Distributors Annual Cigarette License.
  Wholesale Dealers Annual Cigarette License.
  Nonresident Distributors Annual Cigarette Licenses.
  Permanent Vending Machine License.
Sales and Use Tax Registration.
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded int he files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,707,958	2,707,958				
State Share of Retirement	467,186	467,186				
Prof Service, Not By State	16,274	16,274				
Computer Service, By State	347,589	347,589				
Other Prof Serv, By State	25,063	25,063				
Travel Expenses, In-State	167,496	167,496				
Travel Expense, Out-State	80,102	80,102				
Utilities	87,302	87,302				
Rents	16,515	16,515				
Repairs	16,969	16,969				
Insurance	214	214				
General Operating Expense	368,449	368,449				
Other Supplies	193,215	193,215				
Grants to Local Govts.	1,884,509	500,000	1,384,509			
Public Assistance Grants	5,473,089	5,473,089				
Misc. Grants to Individual	151,200	151,200				
Pensions	564	564				
Equipment Purchases	10,588	10,588				
TOTAL EXPENDITURES	12,014,282	10,629,773	1,384,509			

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

HENRY J. ORION, CHAIRMAN
KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 80 included the annual Commission meeting at Burlington, Vermont, and the annual training session at Lebanon, New Hampshire. The theme of this session was "Structural Fires."

A training session and meeting was conducted at Dartmouth College Grant by the Equipment Committee on the subject of "State Equipment Inventories. Fire Control personnel attended both sessions and served as instructors at both training exercises.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $3,527 in FY 80 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

FRANCIS E. RODERICK, CONSULTANT

Central Office: Education Bldg., Augusta *Telephone:* 289-3367
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1959 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 92; *Unit:* 326; *Citation:* 20 M.R.S.A., Sect. 2552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firemen's Training Program is to consult and advise him in carrying out the administration of section 2551.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: One municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one ca" firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: Since this Advisory Committee was newly established by the 108th Legislature, only one meeting was held during FY 1980. The meeting was organizational, giving the members an overview of the Fire Service Training Program. The discussion at this meeting centered around course offerings as well as the budget for the Program.

PUBLICATIONS:

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.
6. A Five Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $302.65 in FY 80 and are, by administrative decision included with those of the Department of Educational and Cultural Services.

GROUND WATER PROTECTION COMMISSION

IKE GOODWIN, CO-CHAIRMAN
JOHN H. BAILEY, Legislative Assistant

Central Office: AMHI—Ray Building *Telephone:* 289-2486
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 418, *Citation:* P&SL 1979 Chap. 43
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GROUND WATER PROTECTION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expenses, In-State	11	11				
General Operating Expense	1,156	1,156				
Other Supplies	55	55				
TOTAL EXPENDITURES	1,222	1,222				

MAINE GUARANTEE AUTHORITY

WILLIAM B. MANHEIMER, CHAIRMAN
PHILIP G. CLIFFORD, 2nd, Manager

Central Office: 83 Western Ave., Augusta; *Floor:* 2 *Telephone:* 289-3095
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 332; *Citation:* 10 M.R.S.A., Sect. 751
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Guarantee Authority was established to promote and encourage the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine. The Authority administers four financial assistance programs designed to accomplish this purpose. These are: (1) The Maine Guarantee Authority Act, a mortgage insurance program which permits percentage guarantees of first mortgage loans; (2) the Community Industrial Building Program, a loan program to assist municipalities in the construction of community industrial buildings in planned industrial parks within the State; (3) the Municipal Securities Approval Act, a program which permits municipalities to issue revenue bonds; and (4) the Maine Guarantee Authority Revenue Obligation Securities Act, a program which permits the issuance of revenue bonds by the Authority.

ORGANIZATION: The Maine Guarantee Authority is a body corporate and politic and a public agency and instrumentality of the State of Maine. It consists of ten members. These members are: The Director of the State Development Office, the Treasurer of the State and eight members at-large appointed by the Governor subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each member-at-large serves for a term of four years. A manager is appointed by the Authority to direct and supervise its administrative and technical activities. The Authority is a self-supporting agency that receives its operating funds from mortgage insurance fees and service and application fees. It is not supported by legislative appropriations.

PROGRAM: Legislation enacted in the past year expanded the type of projects which could be funded under the Municipal Securities Approval Act and the Maine Guarantee Authority Revenue Obligation Securities Act. The limit of insurance which can be issued for industrial projects as defined in 10 M.R.S.A., Section 703(3)A of the Maine Guarantee Authority Act was increased from $2,500,000 to $7,000,000. The total amount of money available for insurance of mortgage loans was increased from $40,000,000 to $50,000,000.

One commitment was issued for insuring a conventional loan. This commitment is for, Hunt Brothers, Inc. of Damariscotta for $180,000 and involved the sale of a defaulted project.

Three insured projects, Cooper-Weymouth Maine, Inc. in Clinton, Hoerner-Waldorf Corporation in Waterville and L.S. Thorsen Corporation in Hancock were removed from the Authority's records due to the fact that the mortgage notes insured by the Authority were paid in full. Two properties acquired by foreclosure were sold at public auction. These were the Rice Manufacturing Company in Calais and the Five Seasons Campground in Mount Vernon. Three projects acquired through foreclosure, Beaver Brook Camping Area in Wayne, Nor'east Wood Products, Inc. in Wiscasset, and Sunrise Acres Golf Course in Dexter were sold. The Authority holds a first mortgage as security for the promissory notes of the first two sales. The third sale was for cash.

Bonnar-Vawter, Incorporated in Rockland and Cyr Bros. Meat Packing, Inc. in Caribou continue to operate under the protection of the Bankruptcy Court preventing the Authority from foreclosing and regaining possession. Disposition of the proceeds from The Triple A Sugar Corporation auction held in October, 1978, has not yet been decided.

The community industrial building built in Houlton in 1974 was purchased by the Smith and Wesson Division of Bangor Punta Corporation. As a result the Community Industrial Building Program Fund was restored in its entirety and applications for new buildings were solicited in May.

Activity was high under the Municipal Securities Approval Act. During the year, 24 new issues with a total value in excess of $41,000,000 were approved for 18 different municipalities.

The Maine Guarantee Authority Revenue Obligation Securities Act was implemented and three issues were approved. The first issue involved construction of rental condominiums at Sugarloaf for $2,700,000. The second issue involved expansion of the facilities of Malden Mills, Inc. in Bridgton and North Berwick for $4,150,000. The third issue involved construction of a new printing facility in Wells for an amount not to exceed $7,500,000. This issue will be guaranteed for an amount not to exceed $7,000,000.

INDUSTRIAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1980 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	$ 675,000	3/ 5/76	90%	$ 573,480.62
AKF Foods, Inc.	Caribou	3,300,000	4/15/69	100%	605,039.55
Andrews Enterprises, Inc.	Kennebunk	405,000	9/16/74	90%	329,497.41
Bonnar-Vawter, Incorporated	Rockland	450,000	4/18/76	90%	321,795.85
Boulette Lumber Company, Inc.	Greenville	1,024,500	3/31/77	75%	811,110.68
Congress Sportswear Company, Inc.	Bath	303,040	1/29/65	100%	99,626.95
Cyr Bros. Meat Packing, Inc.	Caribou	1,350,000	12/22/75	90%	1,275,047.58
Edwards Mfg. Co., Inc.	Augusta	1,800,000	2/ 9/73	94.74%	415,870.85
First Hartford Realty Corporation	Waterville	4,150,000	12/15/72	100%	2,831,426.69
First Hartford Realty Corporation	Waterville	450,000	10/25/74	90%	379,404.71
General Electric	Auburn	460,000	1/ 2/63	100%	231,459.84
Hallowell Shoe Company	Augusta	680,000	6/30/66	100%	271,006.25
Hancock-Ellsworth Tanners, Inc.	Hancock	682,422	10/ 4/61	100%	69,718.72
Joseph M. Herman Shoe Company, Inc.	Scarborough	557,300	10/ 1/60	100%	21,468.89
Lewiston Shoe Machinery Co., Inc.	Lisbon	226,800	12/30/76	80%	188,701.78
Lynn-Flex Industries, Inc.	Saco	588,000	10/ 1/62	100%	102,500.55
McCain Foods, Inc.	Easton	2,368,800	8/ 1/61	100%	221,254.76
McCain Foods, Inc.	Washburn	1,534,500	3/31/77	75%	1,433,692.68
Nor'east Wood Products, Inc.	Wiscasset	396,000	11/20/75	90%	354,876.83
Paris Manufacturing Corporation	South Paris	900,000	9/14/78	90%	871,117.09
Saco Tanning Corporation	Saco	2,220,818	7/31/75	95%	1,634,173.88
Viner Brothers, Inc.	Bangor	832,500	7/11/75	90%	691,528.09
Volk Packaging Corporation	Biddeford	288,000	8/ 1/68	100%	125,747.08
W. H. Nichols Company	Portland	1,350,000	1/ 2/76	90%	1,281,643.34
Wendall W. Shaw	Fort Fairfield	79,150	10/10/67	100%	15,865.91
Sub-Total: Guarantees Outstanding					$15,157,056.58
Outstanding Commitments					
Hunt Luber, Inc.	Wiscasset			90%	180,000.00
Spencer Press, Inc.	Wells			95%	7,000,000.00
TOTAL					$22,337,056.58

RECREATIONAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1980 Balance
Friendship Motor Inn	Old Orchard Beach	$ 500,000	5/15/70	100%	$ 348,098.06
Hyde School Tennis Court	Bath	270,000	11/ 1/69	100%	171,111.10
Indoor Tennis	Bangor	157,500	10/ 1/69	100%	125,855.23
Katahdin Shadows KOA	Millinocket	145,000	12/31/73	100%	84,583.50
Kimball Terrace Motor Inn	Northeast Harbor	473,000	9/29/71	100%	283,657.01
Landmark Motor Inn	Pittsfield	155,000	10/ 1/70	100%	112,394.73
Nautilus Motel & Restaurant	Kennebunk	182,899	8/15/67	100%	91,444.52
Pierce's Marine Service, Incorporated	Boothbay Harbor	125,000	11/27/68	100%	43,940.11
Port Harbor Marine, Inc.	South Portland	60,200	11/28/67	100%	32,104.64
Sebago Marine, Inc.	East Sebago	67,000	9/17/68	100%	38,532.77
Sugarloaf Mountain Corporation	Kingfield	2,533,102	12/11/75	100%	2,257,174.73
The Cliff House and Motels, Inc.	York	597,330	1/13/77	90%	527,855.59
The Waverly Motel	Old Orchard Beach	225,000	2/ 5/69	100%	123,750.00
Sub-Total: Guarantees Outstanding					$ 4,240,501.99
Total Guarantees and Commitments Outstanding					$26,577,558.57
Bonds Outstanding—Recreational		2,972,445			
Industrial		7,357,722			10,330,167.00
Available for New Projects					13,092,274.43
					$50,000,000.00

MUNICIPAL SECURITIES APPROVALS
July 1, 1979 to June 30, 1980

Municipality	Tenant	Amount Approved	Date of Approval	Bond Purchaser	Amount Interest Rate
Gorham	Henry L. Hanson, Inc.	$ 300,000	07/79	Northeast Bank of Westbrook	floating
Houlton	Smith & Wesson	1,200,000	07/79	Merrill Trust	8.75%
Van Buren	Rossignol Ski Company	275,000	07/79	Northern National Bank	7.00%
Portland	DMC Metals, Inc.	1,650,000	07/79	Maine National Bank	floating
Portland	Read Street Realty Corp.	1,000,000	08/79	Aetna Casualty & Surety Co.	8.50%
Lovell	Lovell Lumber Company	215,000	09/80	Casco Bank and Trust Company	8.00%
Westbrook	Smith's Transfer Corporation	550,000	09/79	J.D. Bradford & Company	8.00%
Gray	W.H. Nichols Company	350,000	11/79	Casco Bank and Trust Company	8.50%
Waterville	C.F. Hathaway Division of Warnaco	2,700,000	11/79	First National Bank of Boston	floating
Caribou	Colby Co-Operative Starch Company	5,000,000	12/79	First Wisconsin National Bank	8.00%
Augusta	SBC Waterville Twin Theatre Corp.	750,000	01/80	Moseley, Hallgarten, Estabrook and Weeden	10.00%
Auburn	Albany International Corp.	1,500,000	02/80	Morgan Guaranty Trust	9.00%
Rumford	Oxford Paper Company	6,000,000	02/80	Lazard Freres & Company	10.00%
Portland	Shaws Supermarkets, Inc.	2,500,000	02/80	First National Bank of Boston	10.00%
Eustis	Stratton Lumber, Inc.	2,300,000	03/80	Casco Bank and Trust Company	10.00%
Portland	Maine Printing Company	1,500,000	03/80	Casco Bank and Trust Company	floating
Auburn	Superior Concrete Company, Inc.	400,000	03/80	Depositors Trust Company	10.00%
Sanford	Albert R. LaValley, Inc.	900,000	04/80	Northeast Bank of Sanford	10.50%
Clinton	Cooper-Weymouth Division Reed National	850,000	05/80	Depositors Trust	floating
Pittsfield	Church Goods, Manufacturing Co., Inc.	474,000	06/80	Maine National Bank	
Portland	Eastland Associates	3,600,000	06/80	Casco Bank and Trust Company	10.00%
Guilford	Guilford Industries, Inc.	850,000	06/80	Merrill Trust Company	9.50%
Augusta	Maine Hub Hotel Associates	6,500,000	06/80	Adams, Harkness & Hill	12.00%
Calais	Thomas DiCenzo Inc.	375,000	06/80	Merrill Trust Company	9.50%

FINANCIAL SUMMARY
July 1, 1979 to June 30, 1980

Industrial Building Mortgage Insurance Fund		
Balance Available 7/1/79	$ 683,225.67	
Receipts	1,705,309.34	
	$2,388,535.01	
Disbursements	2,171,318.24	
		$ 217,216.77
Recreational Project Mortgage Insurance Fund		
Balance Available 7/1/79	$ 361,867.48	
Receipts	634,525.50	
	$ 996,392.98	
Disbursements	363,116.03	
		633,276.95
Municipal Securities Act		
Balance Available 7/1/79	$ 49,689.69	
Receipts	68,133.66	
	$ 117,823.35	
Disbursements	19,351.74	
		98,471.61
Community Industrial Building Fund		
Balance Available 7/1/79	$ 299,507.71	
Receipts	228,492.17	
	$ 527,999.88	
Disbursements	13,151.59	
		514,848.29
Revenue Bonds		
Balance Available 7/1/79	(132.21)	
Receipts	300.00	
	$ 167.79	
Disbursements	185.85	
		(18.06)
Total Cash Balance Available June 30, 1980		$1,463,795.56

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GUARANTY AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	89,418					89,418
State Share of Retirement	13,257					13,257
Prof Service, Not By State	56,840					56,840
Travel Expenses, In-State	7,744					7,744
Travel Expense, Out-State	439					439
Utilities	4,356					4,356
Rents	12,593					12,593
Repairs	75					75
Insurance	15					15
General Operating Expense	1,251,372					1,251,372
Other Supplies	676					676
Equipment Purchases	2,072					2,072
Trans. to Gen.-Fund Sta-Cap	4,396					4,396
TOTAL EXPENDITURES	1,443,253					1,443,253

HAZARDOUS MATERIALS ADVISORY BOARD

LESLIE HIGGINS, ACTING DIRECTOR, CEP
ROBERT T. CASPOLE, Radiological Officer

Central Office: Statehouse, Augusta *Telephone:* 289-3211
Mail Address: Statehouse, Augusta, Maine 04333
Established: March, 1978 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 92; *Unit:* 434; *Citation:* 25 M.R.S.A., Sect. 2108
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Hazardous Materials Advisory Board was created to insure the adequate protection of the citizens of Maine against the risks to life and property which are inherent in the transportation of hazardous materials in commerce.

ORGANIZATION: The Hazardous Materials Advisory Board, established by the 108th Legislature, is terminated by Public Law 730 effective 3 July 1980.

PROGRAM: The board held no meetings during fiscal year 1980.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: 165 Dover Pt. Road, Dover, N.H. *Telephone:* 603-742-9432
Mail Address: 165 Dover Pt. Road, Dover, N.H., 03820
Established: 1971 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054
Average Count—All Positions: .5 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and either other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority are secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home, or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged.

In February of 1979 the Authority placed privately $2,600,000 Maine Health Facilities Authority Revenue Bonds, St. Joseph Hospital Issue, Series A, with institutional investors. The proceeds of this issue refinanced outstanding indebtedness of this Bangor hospital, financed the purchase of new equipment, established a debt service reserve fund and provided for expenses of issuance and other financing costs.

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

HEALTH FACILITIES COST REVIEW BOARD

EDWARD F. GORHAM, CHAIRMAN
ROBERT K. CLARKE, Executive Director

Central Office: 6 Wabon Street, Augusta *Telephone:* 289-2814
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333
Established: July 1978 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 202; *Citation:* 22 MRSA, Sec. 353
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purposes of the Health Facilities Cost Review Board are to: (1) Establish a uniform system for reporting health care information; (2) Review and comment on the budget of any hospital which is not a member of a voluntary budget review organization; (3) Monitor the activities of any voluntary budget review organization; (4) Carry out studies relating to the costs of health care services; and (5) Report annually to the Legislature on the status of the costs of health care services and recommend mechanisms to control these costs.

ORGANIZATION: The board consists of 10 members appointed by the Governor, and subject to review by the Joint Standing Committee on Health and Institutional Services. They include the Commissioner of the Department of Human Services or his designee, the Superintendent of the Bureau of Insurance or his designee, one member from a list of 3 names submitted by the Maine Hospital Association, one member from a list of 3 names submitted by the Maine Health Care Association, one member who has at least 5 years experience in the field of health insurance or in the administration of a health care service plan and 5 consumers. The board is authorized to employ an executive director and other staff as it deems necessary.

PROGRAM: Although the board was created by law in 1978, appointments were completed and an executive director retained only in June of 1979. The goals of the agency during its first year include monitoring the activities of any voluntary budget review organization, reviewing any hospital budget submitted, establishing a uniform system for reporting health care data, establishing procedures for the release of health care data and reporting to the Legislature on the status of health care costs. In addition to these short-term goals, studies of some components of health care costs will be initiated during the present year.

In its first year the Board has made progress toward all of its goals. The Board has adopted rules for the submission and review of hospital budgets and has reviewed 3 budgets. The Board has also adopted rules for the issuing of advisory rulings and has issued a ruling that the Maine Health Information Center satisfies the definition of an independent data organization. The Board has adopted policies for providing access to budget information filed with either the Board or a voluntary budget review organization. The Board has submitted its first annual report to the Legislature and the Governor. This report contained several recommendations for changes in the Health Facilities Information Disclosure Act. These recommendations were considered and after some modification adopted by the Legislature.

The Board is developing performance standards for the evaluation of a voluntary budget review organization and preparing to design and implement a uniform system of reporting. In addition, the Board is in the process of identifying areas requiring study and analysis during the coming year.

LICENSES, PERMITS, ETC.:

The board is authorized to approve voluntary budget review organizations according to criteria included in the Health Facilities Information Disclosure Act. The board may also designate an organization as an independent data organization for the purpose of collecting, storing and retrieving health care information.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH FACILITIES COST REVIEW BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,227	20,227				
State Share of Retirement	3,004	3,004				
Prof Service, Not By State	3,882	3,882				
Travel Expenses, In-State	307	307				
Utilities	726	726				
Rents	2,412	2,412				
General Operating Expense	4,936	4,936				
Other Supplies	237	237				
TOTAL EXPENDITURES	35,731	35,731				

MAINE HISTORICAL SOCIETY

THOMAS L. GAFFNEY, DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101
Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM: The Maine Historical Society operates the state's largest historical and genealogical research library as well as the Wadsworth-Longfellow House. During FY 80, 11,200 people patronized the library and the Wadsworth-Longfellow House, and an additional 1,600 were provided with reference service by mail and telephone.

Library. The Maine Historical Society Library contains an imprint collection of over 60,000 volumes of state and local history, biography, family genealogy, and rare pamphlets. As the oldest manuscripts repository in Maine, the Library also contains an unsurpassed research collection of more than 1.7 million documentary items dealing with virtually every aspect of Maine history and life. The manuscript collections include original maps and surveys, early proprietary and town records, sheriffs' papers, justice dockets, and the personal papers of many of the state's most prominent citizens. In addition, the holdings also include the largest and most distinguished collection of architectural drawings available to the architectural historians of this state, as well as the engineering drawings of the Portland Company, one of the nation's earliest manufacturers of locomotives and rolling stock. The crown jewel of the manuscript collections is the John H. S. Fogg Autograph Collection. Consisting of important documents relating to American history from the earliest discoveries onward, the Fogg collection, housed in fifty-nine manuscript boxes, includes one of only thirty-six complete sets of autographs of the signers of the Declaration of Independence known to exist. Complemented by extensive collections of daguerreotypes, glass plate negatives, photographs, maps, graphics, and broadsides, the Society's overall holdings constitute the most comprehensive collection available for the serious study of Maine history.

The Society's fine museum collection of antique furniture, glassware, pewter, samplers, nautical instruments, military and naval accoutrements, and 19th century Maine paintings are made available for exhibit to other responsible institutions throughout the state. During FY 80, sixteen of the Society's landscape and maritime paintings have been on display in the various offices and chambers of the State House and the Blaine House.

Wadsworth-Longfellow House. The Society's primary museum activity centers on the operation of the Wadsworth-Longfellow House, the boyhood home of the nation's most famous poet, Henry Wadsworth Longfellow. Now a National Historic Landmark, the House was built in 1785 by General Peleg Wadsworth, the poet's maternal grandfather. The mansion, one of the state's leading tourist attractions, contains the original furnishings of the Wadsworth-Longfellow families, dating from the colonial to the late Victorian period. The House is open to the public from June through September.

During FY 80, the Society completed the first phase of the Wadsworth-Longfellow House restoration. The project, costing $30,000, involved the replacement of approximately 25 percent of the brickwork on the Congress Street facade, and also extensive repairs to the windows and woodwork on the front and southwest facades. Funds for this work were provided by the Maine Historic Preservation Commission and the Community Development Program of the City of Portland.

Fund-raising. In FY 80 the Society embarked on a major capital funds campaign designed to raise $450,000 over a three-year pledge period. If successful, the proceeds of the campaign will be used to address the following major needs of the Society: (1) Wadsworth-Longfellow House restoration; (2) library repairs; (3) program development; (4) debt retirement; (5) art restoration; and (6) endowment. As of June 30, 1980, approximately $240,000 has been received in gifts and pledges.

Lecture Series & Other Events. The Society sponsored two public lecture series in FY 80. The first three-part series, held in the fall, focused upon the Penobscot Expedition of 1779, and the spring series dealt with Maine forts and fortifications. A total of approximately 700 people took advantage of the two lecture series.

A major exhibition of the Society's painting collection was held at Portland's Barridoff Galleries from October 21st through November 2nd. Entitled "Art Treasures of the Maine Historical Society," this stunning exhibit gave the public an opportunity to view a representative sample of the Society's important collection of Maine art. Although these paintings are frequently made available to responsible galleries throughout the State, this was the first time such a large selection was presented to public view under the auspices of the Society which, unfortunately, lacks adequate display space within its own building.

Acquisitions. As in previous years, the collections of the Society have been strengthened through gift and purchase. Cited below are just some of the more significant additions made to the collections during the past fiscal year: (1) a plaster bust of Francis Ormond Jonathan Smith (1806-1876) by Franklin Simmons (1839-1913), one of Portland's internationally famous sculptors; (2) a plaster bas-relief of Sylvester Breakmore Beckett (1812-1882) by Benjamin Paul Akers; (3) reverse paintings on glass of Captain Parker McCobb (1785-1847) of Phippsburg and his wife Rebecca (b. 1790) by Benjamin Greenleaf (1786-1864?); (4) a matched pair of oil portraits of Joshua Haskell (1794-1866) of Topsham and his wife Deborah A. (1797-1866) by Phillip Spooner Harris; (5) three porcelain figurines by Cybis of Alice, Allegra, and Edith, the Longfellow daughters immortalized by the poet in "The Children's Hour"; (6) oil portraits of John Anderson (1792-1853) and Luther Jewett (1793-1856), both former collectors of customs in Portland; (7) eight pieces of Portland Glass in the shell and tassel pattern; (8) a brass powder flask said to have been carried by General Peleg Wadsworth (1748-1829) during the American Revolution; (9) eight diaries of the Tobias Walker family of Kennebunk, covering the period 1828-1893, dealing primarily with farming activities, but also containing passing references of political and religious affairs, local deaths, Millerism, Know-Nothings, the Civil War, and other events; (10) a surveyors plat, ca. 1763, of the second and third divisions of Windham, Maine; (11) seventy-seven volumes of Quebec marriage records and genealogies, including, in part, those for St. Pierre de Sorel (1675-1966), La Baie du Febvre (1715-1966), Beauport (1673-1966), Varennes (1693-1963), LaPrairie (1670-1968), the region of Drummondville (1683-1965), Notre Dame de St. Hyacinthe (1777-1969), St. Hyacinthe (1853-1968), Ville de Granby (1844-1968), L'Outaouais (1815-1973), Ville De Levis (1815-1950), County of Brome (1813-1967), County of Missisquoi (1846-1968), County of Portneuf (1881-1950), County of Napierville (1823-1969), County of LaPrairie (1751-1972), County of St. Jean (1828-1950), and *Geanealogie des Familles Originaires des Comtes de Montmagny, L'Islet, et Bellechasse* by Eloi-Gerard Talbot; and (12) a total of sixty-nine reels of microfilm containing copies of the

Augusta *Kennebec Journal* (1825-1913), the *Bangor Whig and Courier* (1837-1855), the Belfast *Republican Journal* (1829-1969), and the *Maine Times* (1968-1973).

PUBLICATIONS:

The Society strives to promote interest in Maine's rich and diversified history by maintaining an active publications program, the core of which is the *Maine Historical Society Quarterly*, the only journal devoted exclusively to the publication of scholarly articles on Maine history. During the past year, the following articles were featured in the *Quarterly*: "Penobscot Waterways: Canals and Waterway Improvements on the Penobscot River, 1816-1921," by Hayden L.V. Anderson; "New Ireland: Men in Pursuit of a Forlorn Hope, 1779-1784," by Robert W. Sloan; "Penobscot, 1779: The Eye of a Hurricane," by John D. Faibisy; "The Liberty Party in Maine, 1840-1848: The Politics of Antislavery Reform," by Reinhard O. Johnson; and "A Maine Lynching: The Violent Death of James Cullen at Mapleton, 1873," by George S. Rowell. Other publications of the Society include:

Allen, Neal W., Jr., ed. *Province and Court Records*, vol. 6. *The Court Records of York County, Maine, Province of Massachusetts Bay: The Records of the Court of General Sessions of the Peace, January, 1718/19—October, 1727.*
294 pp. ISBN 0-915592-03-7 . . . . cloth $30.00

Banks, Ronald F. *Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820.* illus.
226 pp. ISBN 0-915592-08-8 . . . . paper $ 6.95

Frost, John E., comp. *Maine Genealogy: A Bibliographical Guide.*
46 pp. ISBN 0-915592-25-8 . . . . paper $ 4.00

Hunt, H. Draper. *The Blaine House: Home of Maine's Governors.* illus.
136 pp. ISBN 0-915592-12-6 . . . . paper $ 5.95

Jordan, William B., Jr., comp. *Maine in the Civil War: A Bibliographical Guide.*
75 pp. ISBN 0-915592-22-3 . . . . paper $ 4.00

Kershaw, Gordon E. *The Kennebec Proprietors, 1749-1775.* illus.
342 pp. ISBN 0-912274-49-2 . . . . paper $ 6.95

Moody, Robert E., ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.*
148 pp. ISBN 0-915592-30-4 . . . . Cloth $20.00

Morris, Gerald E., and Kelly, Richard D., Jr., eds. *The Maine Bicentennial Atlas: An Historical Survey.*
104 pp. 69 plates. ISBN 0-915592-23-1 . . . . paper $ 6.00
ISBN 0-915592-24-X . . . . cloth $10.00

Ray, Roger B., comp. *The Indians of Maine and the Atlantic Provinces: A Bibliographical Guide.*
[87] pp. ISBN 0-915592-29-0 . . . . paper $ 4.00

Reid, John C., *Maine, Charles II and Massachusetts.*
X + 278 pp. ISBN 0-915592-28-2 . . . . cloth $22.00

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	24,000	24,000				
TOTAL EXPENDITURES	24,000	24,000				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

ABIGAIL O. WINSTON, CHAIRMAN

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330

Established: October 1977 *Sunset Review:* Not Established

Reference: Policy Area: 04; *Umbrella:* 94; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DONALD C. LEWIS, PRESIDENT
DAVID SCARPONI, Vice-President

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: At the annual meeting in November '79, members of the Advisory Board met with the Authority's Director and the Commissioners to review the activities and general policies of the Authority and it is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

SHARON MITCHELL LUNNER, DIRECTOR

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 40 *Legislative Count:* 0

Organizational Units:
Executive and Legal
Development
Management
Finance
Board of Commissioners
Board of Appeals

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

In addition, the Legislature authorized special areas in which the Authority should act. Under the terms of the Industrialized Housing Law, the Authority was given the goal of assuring performance standards for mobile and modular homes sold, delivered or installed in the State. By act of the Legislature in 1977 this responsibility was transferred to the Department of Business Regulation. Under the Mortgage Insurance Law, the Authority is charged with implementing an amendment to the Maine Constitution authorizing insurance funds for mortgages on homes owned by the Indians on the various Indian reservations in the State.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 6 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature.

The Board of Appeals was established in 1973, and consists of five members appointed by the Authority. This Board provides a means of recourse to parties aggrieved by decisions of the Authority and its rules and regulations.

PROGRAM: As the Maine State Housing Authority entered FY 80, it continued its position as one of the state's largest financial institutions. By year-end 1979, the Authority had assets of $218,482,093, and fund balances of $8,436,748. In May, 1980, the Authority took delivery on a successful $31,870,000 bond issue to provide permanent mortgage financing for single family homes throughout the state.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1979 received from the Federal Government $7,421,448 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of fiscal 1980 the Authority had 3,049 such units occupied.

During fiscal 1980, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the Authority's single family mortgage purchase program and the continued operation of the Authority's Indian Mortgage Program.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1978 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A, 1977 Series B, 1978 Series A.., 1979 Series A.., 1980 Series I.)

Maine State Housing Authority, Design and Construction Handbook, Management Handbook.

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1980: The Maine State Housing Authority neither received nor expended State funds during the fiscal year. For extensive financial data see the Maine State Housing Authority Annual Report which is based on the calendar year.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)

GEORGE STEVENS JR., DIRECTOR

Central Office: Travel Off Indian Township, Princeton *Telephone:*796-2856
Mail Address: Travel Off Indian Township, Princeton, Maine 04668
Established: 1965 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 438; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	63,600	63,600				
TOTAL EXPENDITURES	63,600	63,600				

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

REUBEN T. CLEAVES, DIRECTOR

Central Office: Pleasant Point, Perry, Maine *Telephone:*853-4603
Mail Address: Pleasant Point, Perry, Maine 04467
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 437; *Citation:* 22 M.R.S.A., Sect. 4733
Average Count-All Position: 35 *Legislative Count:* 0

PURPOSE: The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a lower cost. Residential construction activities of the Authorities must be consistent with the Maine Housing Authorities Act, except as otherwise provided by the Maine Indian Housing Authority Law, and with the advice and consent of the respective tribal governors, councils, and officials. Any real property required by an Authority in providing housing is required to be leased to the Authority by the respective governor and council with the approval of the Governor of Maine. The State is empowered to provide facilities, services and financial aid by loan, donation, grant, contribution and appropriation of money.

ORGANIZATION: In 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of the State's three reservations: the Penobscot Tribal reservation at Indian Island, Old Town, and the two reservations of the Passamaquoddy Tribe at Pleasant Point and Indian Township. Each Authority is composed of five commisssioners appointed by the reservation governor with the advice and consent of the tribal council, for terms of five years. No less than four of the commissioners, including the chairman, must be members of the tribe of the respective reservation. Each Authority elects a chairman and other officers from among its membership.

PROGRAM: The following is a brief report of some of the major issues that the Pleasant Point Housing Authority has been involved in throughout the fiscal year.

Sewage Treatment Plant. This plant services 130 dwellings and 7 community facilities. It is a 42,000 gallon facility with one full time operator, who tries to handle all the sewage and related maintenance for the entire reservation. The operator is also responsible for maintenance and repairs of the water distributor system. The Housing Authority ensures that the daily and monthly Environmental Protection Agency requirements are met. Repeated attempts are being made to restore defected equipment. Since the facility is now more than 10 years old, it is now way over due for replacement of major components.

Housing. The Authority now has sixty-five single-family units and 16 apartments under management. Forty single-family units are under construction.

Land Use Plan. The Authority has completed a master land use plan for the entire reservation, projecting the complete economic, social and housing replacement, over the next five years. This included, but was not limited to, replacement of all substandard homes, economic impact, population growth and community facilities, their needs and uses for the future of the reservation.

Grant Projects. The Housing Authority also administered the Community Development Block Grant for the Tribe. Projects include ceremonial grounds, parking, playgrounds and a cover for the swimming pool. The 701 Planning Grant was also handled by the Housing Authority and it still has substantial input into this program.

In addition to the above, the Authority is charged with administration, budget process and control, inspection, maintenance, house payment collection, policy implementation and review, new house planning and budgets, incoming and outgoing correspondence, liason with various tribal and governmental agencies, meetings and daily problem and operation of the Housing Authority for continuing entity.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	66,200	66,200				
TOTAL EXPENDITURES	66,200	66,200				

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MORRIS F. CARPENTER, DIRECTOR

Central Office: Riverview Dr., Indian Island, Old Town *Telephone:* 827-7148
Mail Address: P.O. 498, Old Town, Maine 04468
Established: 1965 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 436; *Citation:* 22 M.R.S.A., Sect. 4733

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

FINANCES. FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	47,300	47,300				
TOTAL EXPENDITURES	47,300	47,300				

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER
ROBERT McKEAGNEY, JR., JOHN D. WAKEFIELD, FRANCIS G. McGINTY
Deputy Commissioners

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

Average Count-All Positions: 1,554 *Legislative Count:* 1,754

Organizational Units:

- Public Affairs & Communications
- Bureau of Administration
- Bureau of Health
- Bureau of Rehabilitation
- Bureau of Social Welfare
- Bureau of Resource Development
- Bureau of Health Planning and Development
- Maine Human Services Council
- Bureau of Maine's Elderly
- Advisory Board for Licensure of Ambulance Services, Vehicles & Personnel
- Board of Hearing Aid Fitters & Dealers
- Office of Dental Health
- Maine Dental Health Council
- State Government Drug Abuse Coordinating Committee
- Maine Council on Alcohol & Drug Abuse Prevention and Treatment
- Bureau of Medical Services

PURPOSE: To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the Department

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

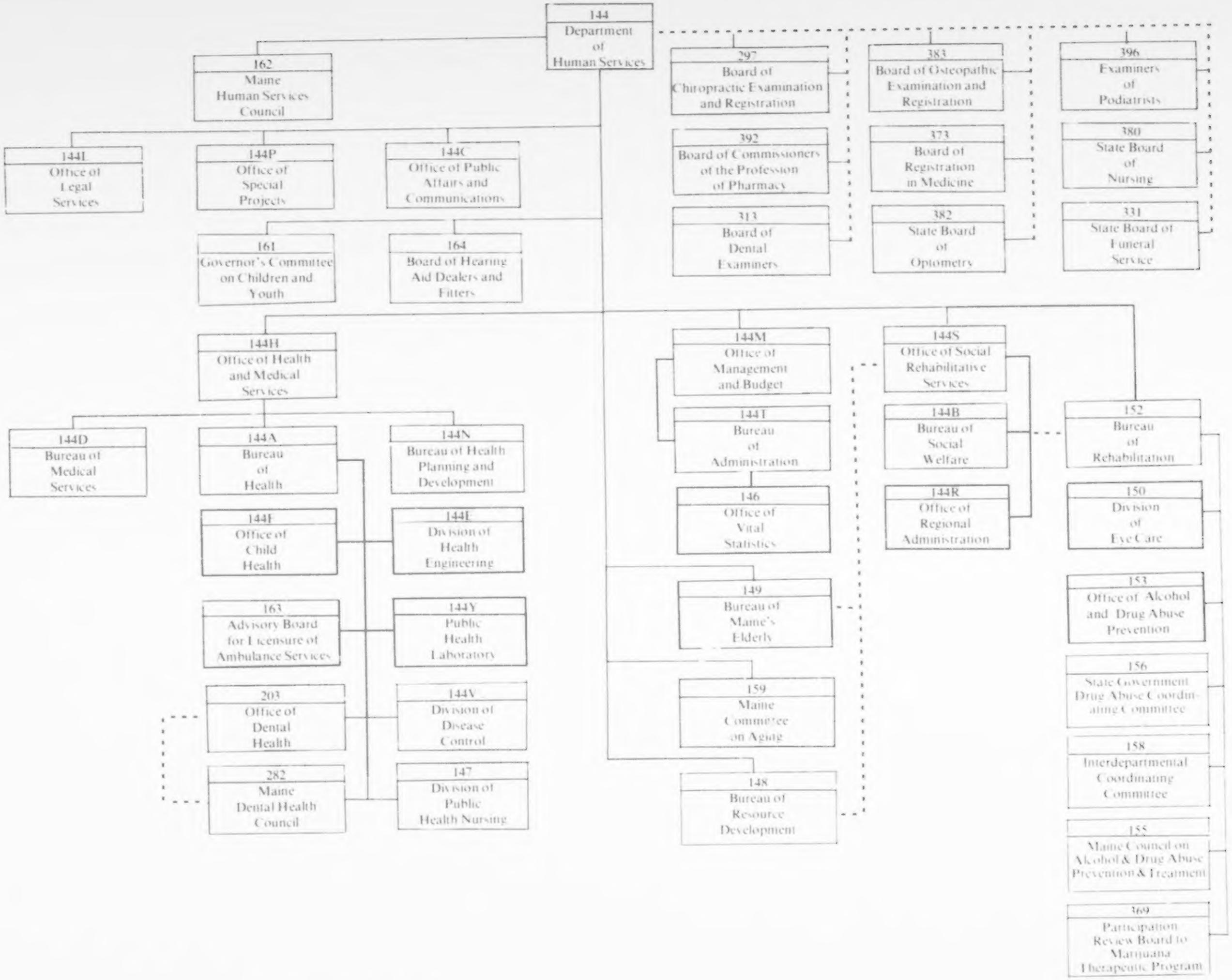
ORGANIZATION: The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Intitutional Service was separated from the Department to become the Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now three deputy commissioner level offices, eight bureaus as well as five regional offices, each having at least two field offices. In addition the Commissioner has assigned to his office a Legal Services division, an Office of Public Affairs and Communications and an Office of Special Projects.

One deputy is in charge of the Office of Health and Medical Services, a unit that administers the Emergency Medical Services program, the Office of Dental Health plus the

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10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Department of Human Services
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Maine Human Services Council
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Office of Legal Services
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Office of Public Affairs and Communications
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Governor's Committee on Children and Youth
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CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	23,520,795	8,335,400	1,126,377		14,059,018	
State Share of Retirement	4,051,588	1,400,016	192,437		2,459,135	
Prof Service, Not By State	2,027,218	303,869	373,820		1,349,529	
Computer Service, By State	1,687,064	505,450	110,747		1,070,867	
Other Prof Serv, By State	206,928	63,792	2,544		140,592	
Travel Expenses, In-State	1,230,700	328,232	93,253		809,215	
Travel Expense, Out-State	76,114	18,304	11,371		46,439	
Operation—State Vehicles	37,399	9,880	12,547		14,972	
Utilities	1,378,462	574,879	26,674		776,909	
Rents	1,419,447	603,796	64,426		751,225	
Repairs	52,068	17,133	8,767		26,168	
Insurance	71,160	5,824	5,230		60,106	
General Operating Expense	2,150,447	976,508	827,238		346,701	
Food	98		98			
Fuel	21,361	15,157	67		6,137	
Other Supplies	667,246	114,273	159,973		393,000	
Highway Materials	86				86	
Grants to Local Govts.	2,418				2,418	
Grants to Pub. & Priv. Orgs.	29,075,809	5,654,897	2,529,311		20,891,601	
Public Assistance Grants	215,939,508	74,150,144	5,007,259		136,782,105	
Misc. Grants to Individual	136,108	135,993			115	
Pensions	85,163	54,501	1,403		29,259	
Buildings & Improvements	14,680		1,200		13,480	
Equipment Purchases	229,474	27,909	47,549		154,016	
Structures & Improvements	675		675			
Trans. to Gen.-Fund Sta-Cap	380,728		71,306		309,422	
TOTAL EXPENDITURES	284,462,744	93,295,957	10,674,272		180,492,515	

Bureaus of Health, Medical Services and Health Planning & Development. Another deputy administers the Office of Social and Rehabilitation Services, a unit that has direct control over the five regional office operations, the Bureau of Social Welfare and administrative charge of the Bureaus of Maine's Elderly, Resource Development and Rehabilitation.

A third deputy in charge of the Office of Management and Budget, is responsible for the Bureau of Administration that serves as the logistical support teams of the entire department.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by the Governor, subject to review by the Joint Standing Committee on Health and Institutional Services and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide news letter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Affairs: The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Special Projects: The primary function of the Office of Special Projects is to provide staff and consultation services to the Commissioner on major social and health issues facing the department. The Special Projects Office is currently responsible for coordinating and managing three Task Forces: The Adult Long Term Care Task Force which will examine the present and future needs of more than 8,000 adults subsidized by the State who reside in nursing and boarding homes; The Foster Care Task Force which will review the current treatment of over 2,000 children who are currently classified as state wards; and the Maternal and Child Health Task Force which will deal with those issues which relate to pre-natal care, family life education, parenting, adolescent pregnancy and related areas.

Office of Management and Budget: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department. The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, and the Division of Personnel and Labor Relations.

PROGRAM: The program of the Department of Human Services is accomplished through its various components:

Audit Division. The Department of Human Services Audit Division is made up of two units, The Social Services Audit Unit and the Health Care Audit Unit.

The Social Services Audit Unit completes audits of grants and contracts funded under Title XX, Title III, Title VII, OADAP, PSSP and WIC. These grants and contracts represent a purchase of social service agreement between non-profit provider agencies and the Department of Human Services. The audits verify payment to the agencies, determine that the purposes for which the funds were expended were proper, and that the terms of the contract were observed. The audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and E.P.S.D.T. units on an annual basis for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. This unit reviews budgets and establishes the operating interim per diem rate that will be assigned to the above mentioned facilities. This rate is subject to retroactive adjustments at year end. This unit is also available to handle other specialized audits of Health Care Programs, such as services provided by physical and occupational therapists, physicians, pharmacies, etc.

Affirmative Action Office. The Affirmative Action Officer is responsible for the Department's compliance with state and federal equal employment laws. She provides advice, technical assistance and comprehensive training to management. She also acts as an employee advocate in providing informal career counseling and information on employment rights. She processes grievances of illegal employment discrimination and attempts informal settlement whenever possible.

By October 1, 1980 all supervisory personnel at DHS will have received basic training in equal employment law, and their responsibilities in complying with these laws. The training is being done by the AAO and Staff Education Unit. Human Services will be the first large department to undertake and complete such comprehensive training. Future training in more complicated aspects of EEO/AA are a priority of the office.

The Affirmative Action Officer monitors DHS personnel actions, processes requests for "reasonable accommodations" for handicapped employees and acts as a liaison to women's groups, minority organizations and advocates for the handicapped. In the future the AA Office will extend its training, monitoring and technical assistance to contractors of the Department.

The AAO Officer also has the responsibility of dealing with state and federal compliance agencies should a formal complaint or review be instigated against the Department. There have been no such actions taken in the last year. This is in part due to the fact that there is an in-house specialist who can find, monitor and resolve small problems before they turn into formal complaints.

The AAO writes regular articles on employment rights and responsibilities for publications inside and outside the Department, and has written "What Is Discrimination?", a pamphlet on basic equal employment law.

Contracts and Grants. The Department developed and implemented new comprehensive policy and procedures for contracts and grants in fiscal year 1979-80. Policies include new contract and grant standards and provide for a comprehensive internal review of all contract and grant proposals with required minimum standards for Requests for Proposals and grant proposals.

Plant and Office Services. The Department moved to new regional quarters in Bangor, Lewiston and Mexico during fiscal year 1979-80 and completed planning for new offices in Skowhegan and for expansion of the Machias Office.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff coordinate that training by working with program administrators and field staff. Training is provided by Unit staff, other Department personnel, or outside consultants. Training programs are presented at various locations around the state, utilizing state facilities when possible. Programs are available to virtually every employee of the Department and cover such varied areas as basic skills and knowledge, career development, and individual development. Funds are available to support employee participation in undergraduate and graduate courses, workshops and seminars, and other educational programs. Attendance at such programs is recorded on a computerized Staff Training Record System, which make completion reports available to participating employees and Department Administrators.

Division of Data Processing. The Department of Human services is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

Office of Special Projects. The Office of Special Projects, established by the Commissioner of Human Services in July 1979, is responsible for staffing and consulting services to the Commissioner on major social and health issues facing the Department. Currently, the Office is responsible for staffing four study groups comprised of private citizens and public employees. Appointed by Governor Joseph E. Brennan during the fall of 1979, and ranging in size from 20 to 32 members, these groups include: the Governor's Task Force on Foster Care for Children, the Governor's Task Force on Maternal and Child Health, the Governor's Task Force on Long Term Care for Adults, and the Blaine House Conference on Families Planning Committee. Each of the three Task Forces worked for one year to develop recommendations for consideration by the Governor and the Commissioner, in time for inclusion in the Department's budget and legislative proposals submitted to the 110th Maine State Legislature. The Blaine House Conference on Families Planning Committee worked for six months planning for and conducting several regional forums and a statewide conference on families. The Committee developed recommendations relating to families, based on information gathered during the forums and conference.

The Office of Special Projects is also responsible for working with Department staff to assist in the implementation of recommendations by the four study groups.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	12,319,702	5,019,816	140,295		7,159,591	
State Share of Retirement	2,135,914	839,163	25,392		1,271,359	
Prof Service, Not By State	313,295	99,516			213,779	
Computer Service, By State	1,211,409	363,056			848,353	
Other Prof Serv, By State	107,583	44,515	149		62,919	
Travel Expenses, In-State	608,210	128,942	732		478,536	
Travel Expense, Out-State	25,721	5,643	702		19,376	
Operation—State Vehicles	8,763	2,453			6,310	
Utilities	941,179	366,653			574,526	
Rents	936,900	373,682	3,424		559,794	
Repairs	24,747	11,107	238		13,402	
Insurance	2,883	1,625			1,258	
General Operating Expense	665,968	385,423	4,029		276,516	
Fuel	8,190	2,319			5,871	
Other Supplies	317,012	76,248	2,687		238,077	
Grants to Pub. & Priv. Orgs.	653,589	547,609			105,980	
Public Assistance Grants	136,278,855	43,239,588			93,039,267	
Pensions	39,299	30,391			8,908	
Buildings & Improvements	14,230		750		13,480	
Equipment Purchases	110,827	26,892	10,271		73,664	
Trans. to Gen.-Fund Sta-Cap	100,000		4,131		95,869	
TOTAL EXPENDITURES	156,824,276	51,564,641	192,800		105,066,835	

MAINE COMMITTEE ON AGING

JOHN B. TRUSLOW, M.D., CHAIRMAN
VIRGINIA NORMAN, Staff Director

Toll Free 1-800-452-1912
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services, including access to low-cost transportation.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the private and special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 187,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since 1953, the Maine Committee on Aging, in cooperation with the Bureau of Maine's Elderly, has annually sponsored the Three Quarter Century Club for Maine citizens aged 75 and over. The event is a festivity honoring the old; provides them with information about service programs, acquaints the elderly with hypertension screening and provides basic eye examinations. The 1979 Three Quarter Century Club meeting was held on October 4 at the Augusta Armory with 900 in attendance.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant ($20,000 FY 80) from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate patient complaints in these facilities (22 MRSA 5112). The statewide program follows up upon complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Bureau of Maine's Elderly, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 20 volunteer ombudsman aides statewide. During FY 1980, the Committee received five VISTA volunteers who will develop community nursing and boarding home advocacy organizations and encourage their involvement in nursing and boarding homes.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 150 complaints and participated in eight major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsored a one-day Interim Conference on Aging in Augusta on November 1 attended by 100 elderly delegates. As a result of this interim conference, 39 resolutions were passed dealing with recommendations for administrative and legislative changes to benefit older people. As a result, three major pieces of legislation were introduced into the Second Regular Session of the 109th Legislature: L.D. 1873 An Act to Develop Elderly Congregate Housing in Maine; L.D. 1871 An Act to Amend the Procedure for Appointment of Guardians and Conservators under the Maine Probate Code; and L.D. 1693 An Act to Provide Arthritic Drugs to Eligible Individuals under the Low Cost Drug Program.

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Task Forces on Aging to determine the interests and priorities for the 1980 Blaine House Conference on Aging and the 110th Legislature.

LICENSES, PERMITS, ETC.

The Committee certifies 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on patient complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Maine Nursing Homes (free)

Conference Proceedings: The 1978 Blaine House Conference on Aging (free)

Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit, amounted to $74,000 in FY 80 and are, by administrative decision, included with those of the Bureau of Maine's Elderly.

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

A. RUSSELL DIDSBURY, CHAIRMAN

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 3 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: In addition to normal housekeeping duties the two major accomplishments of the council were: (1) Completion of development on a model for a client oriented treatment system, and (2) review and comment for the FY 80 OADAP grant-in-aid program.

FINANCES, FISCAL YEAR 1980: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104
Average Count—All Positions: 26 *Legislative Count:* 29

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is of alcohol and drug abuse services, training and education in the State.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services.

PROGRAM:

Alcohol Abuse Program. OADAP continues to service the public inebriate as provided for with the passage of the Uniform Alcoholism Intoxication and Treatment Act. The treatment system established in 1974 has changed little structurally due to funding limitations. As part of the OADAP effort to upgrade the quality of treatment services to all alcoholics and problem drinkers, a study has been completed which identifies deficiences within the present treatment system and recommends corrective strategies which are being effected as funding becomes available.

Funding sources for alcoholism activities in the State of Maine still include federal formula funds and the Uniform Alcoholism Act incentive grant as well as Title XX of the Social Security Act. State funding provides matching support for a large portion of the federal money, in addition to being utilized for a limited amount of treatment services. If the program is to be expanded in order to more effectively deal with the problems that are associated with alcohol use in Maine, then funding at both the state and federal levels will have to be increased. Other sources for supporting alcoholism treatment services in Maine include local community, hospital, and health insurance programs, private sector business, and citizen group support. The future role of these sources will of necessity take on increased importance in Maine's approach to alcoholism treatment and prevention.

Drug Abuse Program. OADAP's efforts related to drug abuse treatment and prevention continue to focus primarily on youth. Treatment services include both residential and outpatient programs for drug abusers. Greater emphasis is now being placed on involving family members in the counseling process. During the past years, prevention activities have included drug education for parents, teachers, and students, and school-based counseling programs. Existing drug abuse programs are now being encouraged to explore various prevention models and determine which are most effective for Maine. All drug abuse prevention efforts will continue to be closely coordinated with alcoholism prevention efforts developed by OADAP's Prevention Coordinator.

Increased attention is being given to the need for criminal justice clients to have access to drug abuse services. In cooperation with the Maine Criminal Justice Planning and Assistance Agency, OADAP has conducted a survey to assess the extent of drug and alcohol abuse within the criminal justice system. As a result of that survey, existing treatment programs will be supported in their efforts to begin providing drug abuse services to residents of correctional institutions.

Federal funding sources, such as criminal justice monies and monies for prevention programming in rural areas, are now being investigated to increase drug abuse programming efforts in these two vital areas. The federal drug formula grant was decreased by a substantial amount for the coming year, partially because of the limited state funding available for drug programming. State money will be sought in the future to fund a study on the statewide impact of the decriminalization of small amounts of marihuana contained in recent revisions of the criminal code. Securing increased financial support from local communities for drug abuse programming is also a priority for the coming year. Local civic organizations and public schools are possible sources of additional support.

Prevention Program. The past year has seen the development of the concept of prevention as an entity in the State of Maine. The definition of prevention activities has been developed in such a way as to have a great deal of input from many parts of the State, and can be stated as follows: "Primary prevention work in the field of alcohol and other drug abuse are those activities which lead society and individuals in the society to make responsible decisions about the use of alcohol and the other drugs. These activities are aimed at the reduction of harm which results from the use of alcohol. Primary prevention is thus involved in the process of identifying and impacting upon psychological characteristics, sociological patterns, and physical elements which increase the prevalence of harm as a result of the use of alcohol and other drugs. These activities would lead to greater knowledge of drugs, better attitudes toward drugs, and more responsible actions surrounding drugs." This definition of the parameters of the prevention program was developed while an effort to begin coordination of the many prevention activities was begun. The prevention coordinator met with many of those who are involved in drug work; developed resources (i.e. films, pamphlets, etc.); sought development of meaningful prevention projects and funding for these projects. The coordinator also worked with the media to develop general public awareness. Many of the treatment agencies in the State have been called upon to make public presentations to civic groups and women's clubs.

The next year will have a continuation of many of the past projects with even more effort at coordination. We will also be upgrading the activities as a result of the past years pilot projects. A major effort needs to be made to develop evaluation tools. Much of what has been done can only be measured subjectively. There is also a need for developing personnel who are capable of making improved presentations. The major thrust at this time seems to be in the affective education area which includes values clarification and decision making skills, but there is also a great need for people to become more cognitively aware of drugs and their sociological significance.

Monitoring and Evaluation. Information systems are maintained for monitoring both the alcohol and drug treatment programs. Each system has a program component relating to client characteristics and treatment received. These were expanded within the year to pick up new programs. The program component of the drug information system is processed at the national level and output furnished to Maine in printed form or on tape.

Licensing. The licensing statute was amended to include the licensing of residential drug and alcoholism treatment facilities, effective October 5, 1975. Since that time, alcoholism treatment facilities have been inspected by the Office of the Fire Marshall, the Division of Health Engineering and OADAP. Funds were expended by OADAP to bring all facilities into compliance with the fire, health and safety codes. As a result, 47 facilities were licensed or certified for a period of one year. The main areas of deficiency lay in written policies, case records, and documentation.

Substance Abuse Counselor Registration and Training. As the result of licensing alcoholism and drug abuse treatment facilities, there has come a recognition of the need of some form of credentialing for substance abuse workers in Maine. In December, 1975, OADAP and the Maine Addictions Professional Association (MAPA) of substance abuse workers established a Task Force to develop a Counselor Registration Model and an implementation strategy. The final draft of the task force model was completed in July, 1976 and revised after a series of public meetings held throughout the State.

The revised model was introduced in the 108th Legislature and signed into law July 8, 1977, with a provision that the Governor be granted the power to appoint a Registration Board. The Registration Board is fully operational and prepared to accept applications of candidates for registration.

A training coordinator is now working at OADAP on a comprehensive training plan which will provide the basis for any future training activities on the part of OADAP.

Driver Education and Evaluation Program (DEEP). The Driver Education and Evaluation Program was established to help reduce the number of traffic accidents involving alcohol. It is designed for individuals convicted of Operating Under the Influence (OUI).

DEEP conducts a week-long educational program designed to: a) acquaint the OUI offender with the effects of alcohol on the human body and driving performance, and; b) to explore personal drinking habits and to consider changing those habits if necessary. The educational program also includes an evaluation of each participant to determine if he is a problem drinker. Individuals found to have a drinking problem are referred to alcohol treatment programs. DEEP is a self supporting activity financed through a fee paid by participating OUI offenders. Course attendance currently exceeds 300 persons monthly.

LICENSES, PERMITS, ETC.

License
- Substance Abuse treatment facilities

Certificate of Approval
- Outpatient Substance Abuse treatment facilities

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	366,483	139,376	73,278		153,829	
State Share of Retirement	62,688	23,183	13,008		26,497	
Prof Service, Not By State	480,315	51,375	27,919		401,021	
Computer Service, By State	882				882	
Other Prof Serv, By State	5				5	
Travel Expenses, In-State	35,957	14,554	10,137		11,266	
Travel Expense, Out-State	3,428	1,896	251		1,281	
Operation—State Vehicles	331	145	38		148	
Utilities	14,972	2,423	4,876		7,673	
Rents	42,513	15,244	6,299		20,970	
Repairs	255				255	
Insurance	14				14	
General Operating Expense	40,238	6,844	8,691		24,703	
Fuel	510	177	67		266	
Other Supplies	6,916	656	1,408		4,852	
Grants to Pub. & Priv. Orgs.	1,641,816	1,369,914	5,469		266,433	
Public Assistance Grants	104	104				
Pensions	120				120	
Equipment Purchases	1,237		1,237			
Trans. to Gen.-Fund Sta-Cap	6,724		1,283		5,441	
TOTAL EXPENDITURES	2,705,508	1,625,891	153,961		925,656	

ADVISORY BOARD FOR LICENSURE OF AMBULANCE SERVICES

ROBERT F. TREDWELL, DIRECTOR
FARNHAM FOLSOM, Licensing Agent

Central Office: 295 Water St., Room 31, Augusta *Telephone:* 289-3953
Mail Address: 295 Water St., Room 31, Augusta, Maine 04330
Established: 1971 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 73
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of this Board is to review and formulate recommendations to the Commissioner as to regulations and policies governing the licensing of ambulance services, vehicles and personnel.

ORGANIZATION: This Board has seventeen members and the staff of the Office of Emergency Medical Services.

PROGRAM: The Advisory Board for Licensure of Ambulance Services meets, at a minimum, four times a year to discuss and determine the need for altering the regulations or law. If it is determined that changes in the regulations or law are advisable, public hearings, staffed by members of the Board and the Emergency Medical Services staff, are scheduled at different locations in the State. At the conclusion of the hearings, if the Board still feels the changes are necessary, the required administrative procedures are initiated to incorporate them.

PUBLICATIONS:

Annual Report, free.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $1000 in FY 80 and are, by administrative decision, included with those of the Bureau of Health.

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

For information contact: (Office of) Governor

Central Office: Statehouse, Augusta *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Citation:* 1975 P&SL Chap. 90

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
G. ROY SLOCUM, Secretary

Central Office: 30 Bath Road, Brunswick *Telephone:* 725-4222
Mail Address: 30 Bath Road, Brunswick, Maine 04011
Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 80, 22 persons took the Board of Chiropractic Examination; 16 passed and were licensed. Another 3 licenses were awarded by reciprocity. One application was rejected for insufficient educational credits.

LICENSES, PERMITS, ETC.:

License:

To practice

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	475		475			
Prof Service, Not By State	632		632			
Travel Expenses, In-State	871		871			
Utilities	25		25			
General Operating Expense	1,378		1,378			
Food	56		56			
Other Supplies	90		90			
Trans. to Gen.-Fund Sta-Cap	456		456			
TOTAL EXPENDITURES	3,983		3,983			

MAINE DENTAL HEALTH COUNCIL

EARLE W. PULSIFER, D.M.D., CHAIRPERSON
DAVID C. BITTENBENDER, Vice-Chairperson

Central Office: Bureau of Health Bldg., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. Th[illegible]uncil serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1980. The Dental Health Program Plan, approved by the Council in 1978, serves to guide Council activity. In early 1980, the Council worked to develop the Dental Health Section of the State Health Plan. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the new Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following projects: Franklin, the Good Food Friend's Nice Mouth Show; Mt. Desert Island, Fluoride Study; Waterville, Children's Dental Health Week; Portland, Elderly Dental Pilot Project; Jonesboro, Dental Health and Nutrition Project; Prevention for Adults at the Augusta Mental Health Institute; and a Preschool Children and Parents Program in Norway.

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation and school dental health education. The Council will complete a major study of dental needs during 1980-81. Recommendations to improve the dental health of Maine citizens will be submitted to the Commissioner of Human Services and members of the Maine State Legislature.

PUBLICATIONS: Maine Dental Health Plan.

FINANCES, FISCAL YEAR 1980: 22 MRSA Sect 2098 provides that expenditures of this unit, shall be borne by the Office of Dental Health and are, therefore, included in the financial display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

WALTER HIGGINS, JR., D.M.D., PRESIDENT
MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT
WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: Stony Ridge, Auburn *Telephone:* 782-8859
Mail Address: 100 Stony Ridge, Auburn, Maine 04210
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: As in the previous years, the 1979-1980 year proved to be a busy one for the Board of Examiners. The board continued to meet monthly with lengthy agendas which included advertising, interviews for licensure, the Dental Practice Act, and complaints from consumers and other dentists.

Advertising comprised a good portion of the Board's time because of the recent sanctioning by the A.D.A. and the lack of any established criteria and disciplinary measures. Ads brought to the Board's attention had to be considered first on an ethical and professional level, and next in terms of being fraudulent or misleading. Most complaints have been handled via the Attorney General's office, while others required more investigative activity. The Board is currently setting guidelines which would help to clarify the standards and requirements for advertising.

On the matter of licensure, the Board has interviewed 43 Dentists, 62 Hygienists, and to date, no applications have been filed for denture technologists. The total registrations are 870 Dentists and 611 Hygienists. One license has been revoked and another denied. (The Board suspended another license contingent upon the individuals undergoing treatment for alcoholism.) A lot of time is spent on complaints and the number received is increasing each month.

LICENSES, PERMITS, ETC.:

License:
- Dentists
- Dental Hygienists
- Denture Technologists

PUBLICATIONS:
Directory—Dentists & Dental Hygienists published even numbered years.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,559		4,559			
Prof Service, Not By State	6,875		6,875			
Other Prof Serv, By State	4,000		4,000			
Travel Expenses, In-State	2,584		2,584			
Travel Expense, Out-State	1,867		1,867			
Utilities	1,240		1,240			
Rents	300		300			
Repairs	130		130			
General Operating Expense	2,860		2,860			
Food	21		21			
Other Supplies	523		523			
Equipment Purchases	401		401			
Trans. to Gen. Fund Sta-Cap	669		669			
TOTAL EXPENDITURES	26,029		26,029			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: Bureau of Health Bldg., Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094
Average Count—All Positions: 3 *Legislative Count:* 0
Organizational Units:
Medicaid Advisory Committee (Dental)

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan, in cooperation with other state-wide health planning organizations, when deemed appropriate, to improve the dental health of Maine citizens. The plan must be revised biennially; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1980, the Office of Dental Health primarily conducted and administered dental disease prevention programs. A revised Dental Health Program Plan, which served to guide activities undertaken by the Office, was accepted by the State Health Coordinating Council for inclusion in the State Health Plan.

The School Dental Health Education Program, administered by the Office was substantially revised during 1980. A State legislative appropriation provided funds for dental health education materials to over 20,000 Maine children in 141 schools across the State. A Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health. Mini Grants were awarded to applicants in Franklin County, Bar Harbor, Portland, Augusta, Waterville, Jonesboro, and Norway.

The Office continued to administer a Statewide community and rural School Fluoridation Program. In the Spring of 1980, the Office was awarded a Fluoridation Project Grant from the Center for Disease Control. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water.

Additionally, the Office assisted with the formation and activities undertaken by the Snack Foods Task Force, covered by the State Nutrition Education and Training Project.

Currently, the Office is working to expand the School Dental Health Education and Fluoridation Programs. Preschool dental education and adult dental education projects are planned for the upcoming year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council, the Medicaid Advisory Committee, and the Orthodontic Advisory Committee have assisted Office efforts over the past year.

PUBLICATIONS:

Maine Dental Health Curriculum (Not available for sale)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $73,519.17 in FY 80 and are, by administrative decision, included with those of the Bureau of Health.

STATE GOVERNMENT DRUG ABUSE COORDINATING COMMITTEE

MICHAEL R. PETIT, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 7111

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105

Average Count—All Positions: 18 *Legislative Count:* 24

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973 and the United States Older Americans Act of 1965, as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau finds, monitors and evaluates a range of social services. The Bureau administers in FY 80 a budget totalling nearly $6 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 80 the Bureau through the AAA supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach, home health care, legal services, health screening, homemakers and home repair services. In addition approximately 1 million hot meals per year were served in 77 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state. Also in FY 80 the Bureau initiated the Senior Companion Program in Washington and Hancock Counties. Through this program, low income elderly serve as volunteers and receive small stipends for personal advocacy to elderly clients who have health care needs. This is done by participation in the patient's plan of care designed by a health or social service agency.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

In August the Bureau of Maine's Elderly co-sponsored with the Maine Committee on Aging the Three Quarter Century Club meeting which nearly 1200 elderly over 75 attended. The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 109th Legislature. In particular, this session funded An Act to Develop Congregate Housing in Maine which will be implemented through the Bureau's Housing Services Unit.

PUBLICATIONS:

Resource Guide (will be available by October, 1980)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	361,488	140,762	50		220,676	
State Share of Retirement	58,952	22,485			36,467	
Prof Service, Not By State	17,455	3,147	3,390		10,918	
Travel Expenses, In-State	19,122	6,153	152		12,817	
Travel Expense, Out-State	6,050	979			5,071	
Operation—State Vehicles	3,103	160			2,943	
Utilities	19,664	8,634			11,030	
Rents	30,389	29,677	82		630	
Repairs	236				236	
Insurance	376	135			241	
General Operating Expense	72,884	47,710	9,972		15,202	
Other Supplies	5,324	2,134	167		3,023	
Grants to Pub. & Priv. Orgs.	4,080,255	568,874	6,479		3,504,902	
Public Assistance Grants	1,147,985	855,807	110,957		181,221	
Misc. Grants to Individual	115				115	
Pensions	167				167	
Equipment Purchases	8,946				8,946	
Trans. to Gen.-Fund Sta-Cap	3,231		136		3,095	
TOTAL EXPENDITURES	5,835,742	1,686,657	131,385		4,017,700	

DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3146
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1941 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
Average Count—All Positions: 29 *Legislative Count:* 32

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; and the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: The program has five major areas of focus.

Education. During FY 80 the Division of Eye Care provided Education Services to over 380 blind and visually handicapped school age children. Of this number 58 were served in our pre-school program.

Vocational Rehabilitation Program. The Division, under its Vocational Rehabilitation Program, provided services to 726 severely visually handicapped persons of employable age. Of this number 60 were placed into gainful employment.

Vending Stand Program. The number of vending stands operated by blind persons remained at 12. Maine's Vending Stand Program, however, relative to earned income and number of stands per 100,000 population, remains in the top 25% of the country.

Register of Blindness. There are presently over 3,000 blind and severely visually impaired persons on Register.

Prevention of Blindness Program. The Division continued its fledging Prevention of Blindness Program with the aid of Maine Sight (State affiliate of Lions' Sight Conservation Program) involving volunteers, medical persons, educators, health screening agencies, public schools, the University system and industry. The goal of Prevention of Blindness Program is to cut down on incidence of blindness by education of the public and coordinating to the extent possible existing available resources.

The Division continues to issue, upon request, formal identification cards approved by the Maine Bankers Association to persons who are unable to obtain a drivers license because of visual loss for the purpose of providing an acceptable identification for cashing checks, etc.

Future plans call for a coordinated effort with the Bureau of Rehabilitation in working with the Maine Center for the Blind in Portland to expand their services to meet the needs of blind people of Maine; the establishing of one new Vending Stand a year, the continued coordination with Maine Sight, an arm of the Lions' Clubs of Maine and the Bureau of Resource Development Title XX, for the purpose of serving the elderly homebound blind.

The biggest problem facing the agency today is the difficulty of finding sufficient resources to meet the mandate of Federal and State Statutes to provide an appropriate education to all handicapped children and the difficulty in recruiting qualified teachers to work with blind children in Maine's public school systems.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Services Available to the Blind and Visually Handicapped Citizens of Maine (Public and Private)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	431,264	182,855			248,409	
State Share of Retirement	73,592	31,173			42,419	
Prof Service, Not By State	33,502	15,549			17,953	
Computer Service, By State	4,927	4,927				
Travel Expenses, In-State	46,591	45,882			709	
Travel Expense, Out-State	641	641				
Operation—State Vehicles	286	286				
Utilities	6,292	6,165			127	
Rents	38,782	18,782			20,000	
Repairs	561	561				
Insurance	15				15	
General Operating Expense	12,974	12,036			938	
Fuel	277	277				
Other Supplies	670	590			80	
Grants to Pub. & Priv. Orgs.	9,000	9,000				
Public Assistance Grants	529,158	233,172	10,360		285,626	
Misc. Grants to Individual	135,993	135,993				
Pensions	9,642	9,642				
Equipment Purchases	1,674		1,076		598	
Trans. to Gen.-Fund Sta-Cap	9,014				9,014	
TOTAL EXPENDITURES	1,344,855	707,531	11,436		625,888	

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: 151 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1903 *Sunset Termination Scheduled to Start by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
Average Count--All Positions: 1 *Legislative Count:* 1

PURPOSE: The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

ORGANIZATION: The State Board of Funeral Services consists of 8 members, one of whom is the Director of Health, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Director of Health, are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Services until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

PROGRAM: During FY 80 there were 165 Funeral Homes, 7 Embalmers, 21 Funeral Directors, 19 Resident Trainees, 405 Practitioners, 120 Funeral Attendants, and 5 Livery Services.

Throughout the year the Board had 4 regular meetings and 7 special meetings. Issues discussed included complaints, previous decisions by the Board, mortuary trusts, inspections of funeral homes, and continuing education. A public hearing was held to make rule changes and add the registration of Livery Service. The Board also gave exams. The Board is anticipating FY 81 to be another very active year.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Practitioner
  - Funeral Director
  - Embalmer
- Registration:
  - Funeral Home
  - Resident Trainee
  - Funeral Attendant
  - Livery Service

PUBLICATIONS:

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually) (free)

Revised Statutes Relating to the State Board of Funeral Service (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	8,361		8,361			
State Share of Retirement	1,071		1,071			
Prof Service, Not By State	366		366			
Computer Service, By State	40		40			
Travel Expenses, In-State	441		441			
Travel Expense, Out-State	788		788			
Utilities	424		424			
Rents	753		753			
General Operating Expense	5,934		5,934			
Trans. to Gen.-Fund Sta-Cap	1,335		1,335			
TOTAL EXPENDITURES	19,513		19,513			

BUREAU OF HEALTH

WILLIAM S. NERSESIAN, M.D., DIRECTOR
FRANCIS McGINTY, Deputy Commissioner of Health

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1835 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 206 *Legislative Count:* 235

Organizational Units:
- Central Administration
- Division of Disease Control
- Division of Child Health
- Division of Health Engineering
- Division of Public Health Laboratories
- State Board of Hearing Aid Dealers and Fitters
- Plumber's Examining Board
- Board of Certification of Water Treatment Plant Operators
- State Board of Funeral Services
- Division of Public Health Nursing

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (b) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health. This Board was created by the Legislature in 1885 and consisted of six members appointed by the Governor and the Council with a seventh member elected by the Board to serve as Secretary and Executive Officer. The duties of this Board were to provide "general supervision of the interests of health and life of the citizens of the State," to collect and study vital statistics, to make sanitary investigations and inquiries regarding the causes of disease, to advise State and local government in regard to the location of drainage, water supply, disposal of excreta, heating and ventilation of any public building, and to provide "general oversight and direction of the enforcement of the statutes respecting the preservation of health." The early work of the Board was solely concerned with communicable disease prevention through proper sanitation and the restriction of the spread of disease outbreaks via quarantine measures.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health, or directly under the Deputy Commissioner of Health and Medical Services, as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Bureau of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Adminstration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service. Management functions of the Bureau of Health, such as planning, evaluation and fiscal operations are the responsibility of the Department's Deputy Director for Health and Medical Services.

In FY 80, all of the Bureau's Division Directors and Program Managers participated in the systematic development of the five-year State Plan for Public Health by preparing program plans for all Bureau of Health programs and projects, using a public health-problem- oriented approach. This approach lends itself to the evaluation of service outcome in terms of improvement in the health of the population targeted for service, arrays projected expenditures by programs and services, and consequently promotes the kind of accountability demanded increasingly by State and Federal funding sources.

The five-year State Plan for Public Health, published in FY 1980, lists the health problems to be addressed, the health status objectives to be met, the programmatic and general managerial strategies to be pursued in meeting the objectives of the Bureau during the five-year period.

Division of Disease Control.

Epidemiology Service: The Service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form, and with the investigation of possible links between chronic diseases and environmental contaminants. The Service staff works with all the programs in the Division of Disease Control, the staffs of the Divisions of Public Health Nursing, Health Engineering and the Public Health Laboratory, as well as with city health departments and local health officers.

FY 80 saw an increase in activities related to the prevention of outbreaks of infectious diseases caused by breakdown in sanitation, and the initiation of studies of potential health effects of environmental contamination, in cooperation with the Division of Health Engineering.

Immunization Program: Seven acute communicable diseases of childhood were addressed by the Program in 1980: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 80, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medial sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 80: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 79 was approximately 156,000.

During FY 80, the program staff expected to accomplish the following operating objectives: (1) assure that 95 percent of all Maine schools respond to the school enterers survey; and that 95 percent of day care facilities respond to a survey of day care enrollees; (2) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within five days of the identification of a suspected case; respond within 24 hours, to suspected polio, diptheria and measles cases, and initiate containment procedures; (3) initiate an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; (4) assure that community-based volunteers are available to increase community participation and interest in immunization; (5) conduct, by May 1, 1980, an immunization survey of two-year-old children to determine state-wide immunization levels and evaluate Program's impact on the pre-school population.

Tuberculosis Control Program: Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing all tuberculosis patients, contacts, and persons on preventive therapy.

In FY 79, the program served 940 persons, including active tuberculosis cases, suspects, contacts of cases and suspects, and tuberculin reactors.

In FY 80, the program staff expected to accomplish the following objectives: (1) raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 80 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to the expected forthcoming, nationally recommended, changes in medical management (i.e. shorter courses in drug therapy); (10) conducting close surveilance of Indo-Chinese refugees because of the high incidence of tuberculosis in this population group; (11) exploring with the tuberculosis consultants the feasibility of a survey of health facilities to determine if facilities have initiated surveillance and/or changed to the new recommended policies as distributed July 1979; (12) evaluating the school tuberculin reactor rates based on FY 80 school testing reports; (13) requesting an onsite review of Maine's TB Program by the U.S. Public Health Service; (14) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Venereal Disease Control Program: Increasing numbers of sexually transmissible disease (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea is epidemic while others, such as infectious syphilis, late syphilis, non-gonococcal urethritis, trichomonas, and genital herpes are cause of concern due to their ever-increasing numbers in Maine.

The Venereal Disease Control Program relies upon private physicians, hospitals, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

The program staff works closely with private physicians and other health care providers who demonstrate interest and request assistance in establishing venereal disease screening and treatment clinics. The program staff offers complete epidemiologic and administrative assistance to these clinics, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall venereal disease case management.

Identification of early disease and risk factors through venereal disease screening is one of the major services rendered by the program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 79 approximately 55,000 women were screened for gonorrhea by private physicians, VD clinics, hospitals, family planning clinics, and other providers. The target age group in the female gonorrhea screening program is 15-35.

During FY 79, the Program staff expected to accomplish the following objectives: (1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; (2) conduct surveillance over all public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; (3) provide darkfield examination referral services to all physicians in order to authenticate and expedite the diagnosis of early syphilis cases; (4) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; (5) conduct epidemiological follow-up on 100 percent of patients with gonorrhea (male and female) reported from the VD clinics located in Portland, Bangor, and Auburn, and 75 percent of infected patients reported by the private medical community in the same areas; (6) conduct a comprehensive program of reculturing infected patients (test of cure) at specific health care provider locations throughout the state in order to confirm treatment success; (7) conduct a state-wide monitoring system in all major hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute salpingitis (pelvic inflammatory disease); (8) assist all school systems, mass media, and civic organizations in the preparation and presentation of information and education programs on the subject of venereal disease in order to raise levels of knowledge about the current epidemic; (9) conduct professional in-service training programs related to venereal disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiological knowledge among medical professionals; (10) establish a venereal disease diagnostic and treatment center in the York County area in order to offer VD medical services to the residents of the extreme Southern part of the State.

The five-year goal of the Venereal Disease Control Program is to reduce the spread of venereal disease in Maine.

Division of Child Health.

Genetic Diseases Program: Genetic diseases are disorders involving the hereditary material—genes and chromosomes. When considered individually, genetic disorders are rare. Collectively, they constitute one of the most common medical problems and are present in 4.8 to 5 percent of all live births. Not only do genetic disorders often present severe problems for affected individuals, but their inheritable nature makes them a threat from generation to generation. This program addressed all the genetic diseases in FY 80, with special projects conducted for neural tube defects, inborn errors of metabolism and retinitis pigmentosa.

State-wide projects coordinated by the program are funded through a system of grants from the Department of Human Services to private, non-profit agencies. An advisory committee assists the Program Director in planning for future genetic disease projects.

The program staff is responsible for assuring the availability and the quality of genetic-disease-related services on a state-wide basis. Inherent in this responsibility is the design and implementation of disease-specific projects (i.e., hemophilia, Down's syndrome, etc.) and genetic disease diagnostic clinics coordinated state-wide to prevent duplication of effort and expenditures, and to promote effective use of medical-genetic resources. In FY 80 direct patient services were provided by the following grantee agencies: Center for Human Genetics, Bar Harbor; Eastern Maine Medical Center, Bangor; Pineland Center, Pownal; and the Foundation for Blood Research, Scarborough.

Five major types of services were rendered by the program in FY 80: laboratory services; family history services; genetic counseling services; health education and training; and diagnostic services.

In FY 79 the population receiving program services was 11,000. The target population for FY 79 was set at 11,000.

In FY 80, the program staff expected to accomplish the following operating objectives: (1) further reduce the number of repeat blood samples due to insufficient quantities of blood; (2) assure that all families of newborn infants with a metabolic disorder detected in FY 80 are seen and counseled by a clinical geneticist; (3) improve the coordination of the Newborn Screening Program; (4) provide assistance to physicians in the management of previously detected cases of metabolic disorders; (5) increase the knowledge of Maine's physicians, service providers and general population of the availability of genetic services; (6) provide comprehensive genetic services to 50 families; (7) assure that 80% of all biology teachers in Maine will be exposed to knowledge of human genetics, and that 40% of Maine's biology teachers have been exposed to the knowledge of the immunologic aspects of genetic disease in a format that can be taught to high school students; (8) assure that 50% of the newborns at Eastern Maine Medical Center will be screened for cystic fibrosis; (9) provide genetic evaluation and consultation/referral to approximately 1,200 families; (10) prepare and submit a report on the effectiveness of the Retinitis Pigmentosa Project; (11) insure that serum AFP screening is able to accurately differentiate a diagnosis of neural tube defects from other pathological and non-pathological conditions of pregnancy; (12) provide genetic service to approximately 60 patients in the Aroostook County area.

Medical/Dental Services Program: The nine projects and activities constituting this program were first considered as a program entity following the performance, in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The nine sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below:

The centrally operated sub-programs are:
- Crippled Children's Services
- SSI Handicapped Children's Program
- Medical Eye Care
- Mental Retardation Project-Lewiston Component
- Sudden Infant Death Syndrome Service

The grant-managed units are:
- Mental Retardation Project-Waterville Component
- Handicapped Children's Program-Eastern Maine Medical Center
- Children's Dental Project
- Rural Dental Project

In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program:
- Neonatal Intensive Care Center, Maine Medical Center
- Poison Control Center, Maine Medical Center

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 79 were for the most part purchased from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling.

In FY 79, the program served an estimated 7000 persons if Medical Eye Care is included (or 2500 if it is excluded).

In FY 80 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) to have established a schedule for accomplishing the program changes recommended by the federal review team. This will be done within three months of the time the report is received; (3) to have implemented the changes referred to in Objective 2 which may be scheduled for accomplishment in FY 1980; (4) to have initiated the development of ongoing Program evaluation for use in planning and administration, to consist of the following major components: a. by means of a state-wide health status survey, collect and analyze prevalence data on crippling conditions of the whole Maine population and of the population under age twenty-one as a sub-group, in order to establish the population in need of Program services. Structure the survey to yield suitable data to define the eligible population (e.g., income, geographical distribution); b. devise a method for measuring the change in functional limitation of crippled individuals resulting from the provision of Program services by developing (or adapting) suitable rating procedures; c. determine the feasibility of converting all Program client records to a true problem-oriented record system, as a means of assuring that clients receive appropriate care; (5) initiate a study of the most efficient organizational locus for the Program within the Department, using appropriate evaluative tools (e.g., operations research).

Perinatal Program: The public health problems addressed by this program are all adverse outcomes of pregnancy such as birth defects, birth injuries, low birth weight, respiratory distress syndrome, or toxemia of pregnancy. This program addresses all such problems providing that they fit the definition of a public health problem (see Children's Program below). The purpose of the program is to reduce the incidence of preventable disease and death which occurs in the perinatal period, and which would consequently impact on the prevalence of handicapping conditions in childhood. This program is designed to be a preventive program which offers services to pregnant women and their families. (The detection and treatment of neonatal and infant diseases is addressed by the Children's) Program below.)

The services rendered by the Perinatal Diseases Program to pregnant women are provided by agencies or associations through grants awarded by the Department, with the exception of the direct services provided by the Division of Public Health Nursing. In FY 80, program services were rendered through the following grant projects and by the Division of Public Health Nursing:

Rural Maternal and Child Health Project, Community Health Services, Portland.

Maternal and Child Health Project
York County Health Services, Saco.

Maternal and Infant Care Project and Children's Project,
Downeast Health Services, Ellsworth.

Prenatal Clinic and Children and Youth Project
Mid-Maine Medical Center, Waterville.

In addition, the Division funded the following special projects which are related to the Perinatal Diseases Program:

Family Planning Project, Maine Family Planning Association
Maine Fetal Risk Project, Maine Medical Association.

WIC Project (Supplemental Foods for Women, Infants and Children), eleven local agencies, State-wide.

The services available to women through the program in FY 80 varied with the locality in the state. As a minimum, all women served had available to them two categories of services, health screening and counseling. Beyond that, and in some locations only, the women might have received, if they had need, health education in classes, laboratory and treatment services, family planning care, provision of drugs, and reimbursement for transportation.

The population served by the program in FY 79 was approximately 1600 women.

In FY 80 the program staff expected to accomplish the following operating objectives: (1) assist the Division's Technical Advisory Panel to complete its task as stated in the Statement of Charge to the Panel; (2) constitute a formal grant review committee to review proposed MCH grant applications and select those to be funded; (3) assure that all grants funded by the Perinatal Program for FY 1981 address, within each project, at least one of the first ten health problems selected by the Technical Advisory Panel; (4) develop a grant application form for the purpose of receiving MCH FY 1981 grant applications in a uniform format; (5) assure that all projects under the Perinatal Program will collect health-problem-related data for FY 1981 and develop an input instrument to collect these data by January, 1980.

Children's Program: The health problems addressed by this program are those conditions which fit the following definition of a public health problem:

—It does occur in Maine today;

—It does result in significant damage;

—That damage is to a large extent unnecessary in light of the current state of the medical art—that is, the condition *should* be preventable;

—It is reasonable to expect that the problem *can* be prevented, or at least reduced to some as yet undetermined irreducible minimum level;

—The problem is such that the private medical sector and individual private citizens together are unable to achieve reduction to an acceptable level; and

—Data are available to permit at least a limited description of the size, distribution and trend of the problem.

Examples of the public health problems addressed by the program in FY 80 are: anemia (iron deficiency); hearing impairments; overweight; underweight; and vision impairments. The purpose of the program is to reduce the incidence of preventable diseases of children, either through primary prevention (preventing a disease from occurring in the first place) or through modification of disease by early detection and treatment. The Pediatric Advisory Committee, seven pediatricians selected by the Executive Committee of the Maine Chapter of the American Academy of Pediatrics, have made themselves available to the program management as consultants.

Services are rendered by the program through private agencies and institutions and through the state and local health departments. The program staff makes arrangements for services through a grant mechanism, through contractual agreements, and by delegation to staff employed directly by the Bureau of Health. In FY 80 the program's services were rendered through the following five grant projects and three sub-programs:

Grant Projects:

Rural Maternal and Child Health Project
Community Health Services, Portland.

York County Maternal and Child Health Project
York County Health Services, Saco.

Maternal and Infant Care Project
Downeast Health Services, Ellsworth.

Children and Youth Project
Downeast Health Services, Ellsworth.

Children and Youth Project
Mid-Maine Medical Center, Waterville.

Sub-Programs:

Division of Public Health Nursing (State-wide as needed)

Early Periodic Screening, Diagnosis and Treatment (EPSDT), thirteen local agencies State-wide.

Preschool clinics, local agencies, State-wide.

In addition, the Division sponsored and funded a project, the goal of which is closely related to that of this program: the School Health Education Project, conducted by the Health Education Resource Center, with a five-year objective to have established locally-developed and approved health-problem-oriented health education curriculum guides (K-12) in all school systems in Maine wishing to participate.

The program services available to children in FY 80 depended on the geographic area in which the child resided. At a minimum, preschool children were offered the services of screening and counseling by a nursing professional in the home or screening services in a clinic setting of a physician's office. Screening clinics were available in most geographic areas. Children were screened according to a prescribed periodicity schedule.

An estimated 40,000 children were served by the program in FY 79.

In FY 80, the program staff expected to accomplish the following operating objectives: (1) assist the Division's Technical Advisory Panel to complete its task as stated in the Statement of Charge to the Panel; (2) constitute a formal grant review committee to review proposed MCH grant applications and select those to be funded; (3) assure that all grants funded by the Children's Program for FY 1981 address, within each project, at least one of the first ten health problems selected by the Technical Advisory Panel; (4) develop a grant application form for the purpose of receiving MCH FY 1981 grant applications in a uniform format; (5) assure that all projects under the Children's Program will collect health-problem-related data for FY 1981 and develop an input instrument to collect these data by January, 1980.

Division of Health Engineering. The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Plumbers' Examining Board, the State Board of Funeral Services, the State Board of Hearing Aid Dealers and Fitters, and the Board of Certification of Water Treatment Plant Operators.

Community Environmental Health Program: The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences has caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.

c. Physical Hazards—Microwave ovens may affect heart pacemakers or may cause cataracts in the eyes of persons exposed to hazardous microwave levels. Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

Drinking Water Program: Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, --D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 3,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 80, the program staff expected to accomplish the following major operating objectives: (1) develop various pieces of legislation and policies relative to the Safe Drinking Water Act and implement a major revision to the drinking water regulations based in part on proposed changes in the federal regulations; (2) complete the inventory of non-community supplies and update the community water supply inventory; (3) continue monitoring the 375 community water systems; (4) continue monitoring for organic chemicals in the public water supplies and testing for radiological contaminants; (5) initiate a cross-connection control program, a corrosion control program, and establish a state exemption procedure for the installation of treatment plants; (6) continue to stress the replacement of old pumping stations, the discontinuance of older portions of distribution systems; (7) inspect for certification the private laboratories in the state; (8) establish a quality control program whereby the private laboratories can test samples among themselves to improve their own laboratory quality control; (9) equip the Public Health Laboratory so they will be able to monitor and analyze for radiological contaminants; (10) establish a prototype for determining the effectiveness of removing radon gas from public and private water supplies; (11) conduct six seminars covering the subjects of chlorination, groundwater supplies, hazardous materials, cross-connections, corrosion, and backflow prevention and in cooperation with the New England Water Works Association, establish a correspondence course for the water treatment plant operators; (12) initiate actions such as emergency orders, engineering orders, and injunctive relief to reduce the number of violations of the Safe Drinking Water Act for community supplies; (13) work out an agreement with the State of Maine Public Utilities Commission to coordinate the Annual Report into a data processing format for greater accessibility and usefulness; (14) conduct a media campaign to promote public awareness of the Safe Drinking Water Act and of efforts made by the water supplies to safeguard their drinking water.

Occupational and Radiological Health Program: The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.
b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.
c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. An environmental monitoring program has provided surveillance of the Maine Yankee Atomic Power Reactor since 1970.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include inspection of medical X-ray devices to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program is interested in maintaining environmental monitoring and emergency response to nuclear incidents. Emergency planning for radiological accidents is the joint responsibility of the State Departments of Human Services, Public Safety (State Police), and Defense and Veteran Services.

Operating objectives which the program staff expected to accomplish in FY 80 were: (1) inspect 50 hospitals during the year; (2) conduct 20 inspections under Nuclear Medicine Quality Assurance Program; (3) send 40 Breast Exposure Nationwide Trends mailouts and conduct 15 inspections; (4) conduct 60 compliance tests under contract with the Bureau of Radiological Health, USPHS; (5) inspect 100 dental and 10 veterinary X-ray installations; (6) collect 50 samples from, and split appropriate samples with, Maine Yankee Atomic Power Reactor; (7) inspect 50 X-ray machines on request and register 50 new sources or machines; (8) provide training 'for state radiation emergency response teams; (9) complete operations manual for radiological emergency response; (10) conduct 100 industrial hygiene inspections, collect 100 samples and send to laboratory; (11) conduct 50 occupational health consultative agreement inspections; (12) promote occupational health consultative services at 12 public meetings and through monthly news releases; (13) inspect 35 air compressors for self-contained breathing apparatus; (14) promote legislation to provide a funding mechanism to foster radiation program independence from federal funds; (15) study a radon removal device and determine the efficiency of operation and cost to protect the average supplier; (16) promote a program to reduce the rate of retakes and unnecessary radiographs and study the possibility of regulating the administration of radiation by setting upper limits for each radiographic procedure; (17) adopt new rules for radiation protection; (18) prepare a plan to evaluate the feasibility of measuring the 5-year program goal of reducing the health effects related to working conditions and medical X-rays by 25%.

Wastewater and Plumbing Control Program: Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne microorganisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 80, the program staff expected to accomplish the following operating objectives: (1) continue existing level of plumbing code interpretation and enforcement commensurate with allocated mileage restriction and meal allowance limitations; (2) correct as necessary or reprogram existing computer program to provide minimum information and reports requested; (3) reprogram existing EDP program to provide additional information considered necessary to adequately monitor current level of economical status, plumbing permit numbers to account for all serial numbered permits (to prevent fraud) and additional historical information on requested monthly reports; (4) conduct two public hearings to discuss proposed changes to the plumbing code, determine revisions to be made, promulgate and distribute changes; (5) continue microfilming historical files of plumbing permits, engineering designs and other documents and microfilm all current records; (6) continue to provide public information about the program through forums, newsletter, news media, seminars and correspondence; (7) continue to assist municipalities (upon request) in the enforcement of the plumbing codes through assistance in preparation of court complaints, investigation of specific problems, serve as expert court witness, etc.; (8) administer written and field examination for Licensed Soil Evaluators; (9) revise examination (make two versions) for Certification as Plumbing Inspector to reflect revised Subsurface Disposal and Internal Plumbing Regulations promulgated FY 1980 and administer examination upon request; (10) conduct a series of at least ten seminars directed primarily at plumbing inspectors but also for plumbers, soil evaluators and the public during March and April, 1981, commensurate with travel limitations and adequate budget; (11) obtain funding to support the employment of a second soil scientist and an additional engineer.

Division of Public Health Nursing. The purpose of the Division of Public Health Nursing is to render services in support of programs conducted by the Bureau of Health. In FY 79, the Division supported the following programs:

Immunization
Diabetes Control
Genetic Diseases
Hypertension Control
Medical/Dental Services
Perinatal Diseases
Children's
Tuberculosis Control

On behalf of Bureau of Health Programs, the Division's activities are focused on preventive nursing services.

Direct services rendered by the Division staff on behalf of programs are provided through visits to individual patients and through clinic activities. Consultation and staff development assistance is provided by the staff to community nursing agencies and schools. Administrative activities include policy formulation and dissemination, and grant and contract management.

During FY 79 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and crippled children clinics (such as cardiac, orthopedic, preschool development, cleft palate and cystic fibrosis), and adult health assessment clinics.

The Division of Public Health Nursing is increasingly becoming involved in standard-setting for nursing practices in the field (e.g., EPSDT, well child examinations, adult health, etc.) and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in such areas as school health services, sudden infant death, preschool examinations, and services to high risk infants. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

Division of Public Health Laboratories. The major function of the Division is to render support to the Bureau of Health Programs. In FY 80, the following programs received Laboratory support:

Program Supported	*Support Activities*
Immunization	Rubella-screening and immunization; Biologic distribution for immunization, T.B., V.D., and communicable disease programs.
Epidemiology	Bacteriology, virology, serology, parasitology, mycology—screening, diagnosis and test of cure.
Tuberculosis Control	Sputum smear for A.F.B.; Sputum culture for T.B. and other mycobacteria (A typical); Sensitivity testing against six chemotherapeutic agents.
Venereal Disease Control	Gonorrhea screening, diagnosis, and test of cure; Syphilis screening, diagnosis, and test of cure.
Genetic Diseases	Hypothyroidism; P.K.U. (Phenylketonuria); Maple sugar urine disease; Homocystinuria; Galactosemia; Tyrosinemia.
Children's	Screening and diagnosis; Erythroprotoporphrine; Lead analysis.
Community Environmental Health	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Bacteriological testing for safety (potability); Microscopic (parasitological); Chemical (excess residues).
Drinking Water	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Tri-halo methanes from sources of drinking water; Herbicides and pesticides; Certification of water-testing labs under Safe Drinking Water Act.
Occupational/Radiological Health	Wiscasset reactor; Environment (foods, seaweed, milk, other inanimate objects); Wipe testing; Organic solvents contamination; Atmospheric gases and dusts.

Of increasing importance is the Laboratory Improvement Program, which attempts to provide uniform quality standards for all clinical laboratories, whether private, hospital, or independent.

In addition to the various Laboratory activities conducted by the Division in support of programs of the Bureau of Health, Laboratory support was rendered in FY 80 to other state agencies, including: (1) horse racing chemistry for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3) toxicology for the Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood-breath alcohol for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) Laboratory Improvement Program for Hospital Services Division, which licenses as well as approves clinical laboratories for Medicare-Medicaid reimbursement; and (10) arson testing for the Department of Public Safety.

The following services were provided to local health departments: microbiology-reference, diagnostic; venereal diseases testing; blood lead screening and testing; and various environmental services.

Nearly five years' experience with the Division's expanded fee-for-service system has been accumulated since October 1975. With continued reduction in state and federal support, plus inflation, earned income represents a significant portion of support to the operation of the Public Health Laboratory. This is particularly evident in the field of microbiology, where earned income represents over 50% of the budget operation. Currently there is no charge for: testing services for tuberculosis, syphilis, gonorrhea; virology isolation for diagnosis; and reference culture service to hospital laboratories. However, since these free services represent 26 percent of the Laboratory's total budget, and in order to permit the continuation of these services, nominal handling charges have been instituted to defray a portion of these expenses.

Chronic Disease Activities.

Diabetes Control Project: Diabetes mellitus is a chronic disorder of metabolism resulting in excessively high blood sugar and leading to polyuria (excessive urine production). Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the seventh leading cause of death in Maine. If the deaths in which diabetes is a contributing factor are taken into account, diabetes is the third leading cause of death in Maine.

In FY 80, the Diabetes Control Project was directed and funded by the Department, as an extension of its own services, through Medical Care Development, Inc., with fiscal support provided under a contract with the U.S. Public Health Service Center for Disease Control.

An advisory committee representing relevant segments of the Maine health care community assisted the project staff in program planning and development. An additional committee has been appointed to advise and assist the Diabetes Control Project staff to develop a sound financial basis for continuing support of services rendered.

The Division of Public Health Nursing in the Bureau of Health, through its Adult Health Assessment Program, provides diabetes screening, referral and follow-up services by way of contracts with thirteen community health agencies.

During the first project year (FY 78), the project staff analyzed existing morbidity and mortality data on diabetics in Maine. The staff documented the major problems, identified the major factors which contribute to each problem, and determined the most appropriate approach in addressing the contributing factors. This research and analysis has resulted in the diabetes control plan presented to the Center for Disease Control as a part of the second-year funding request for the project. During the second project year (FY 79), the project staff furthered Statewide communications with added field staff. Three of the eight project regions established a mechanism for communication and coordination through council formation. The staff developed guidelines for out-patient diabetes education and follow-up and implemented a model program at one site. Technical assistance improving existing inpatient education was provided to hospitals upon request. A model staff training program to improve the skills and qualifications of health personnel providing diabetic education was developed as planned and conducted in one pilot region. Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes and its complications were developed as planned. One state-wide program for physicians was conducted with six regions represented. Two regional programs for nurses and one state-wide program for dietitians (all 8 regions represented) were also conducted. Guidelines for the identification and management of diabetic pregnancies were developed for publication in the Maine Medical Journal. A system was developed to retrieve data on all health status indicators in all 42 hospital service areas in Maine. The diabetic data base was expanded by getting baseline data on diabetic pregnancy outcome and by reviewing laser records in treatment of diabetic retinopathy. Hospital discharge data and death certificate data were linked. Small area variations in hospital discharge rates were analyzed.

The Diabetes Control Project's operating objectives for FY 80 were to: (1) continue to develop the core capacity for the coordination, planning, evaluation, management and surveillance of diabetes control activities; (2) implement at least 15 ambulatory diabetic education and follow-up programs with third-party support educating 1,500 (or 10%) of the diabetics in the target areas; (3) provide 11 continuing education programs and six educational workshops for health care personnel which promote the preventive aspects of diabetes control; (4) link inpatient education with ambulatory education in 15 hospitals having model ambulatory diabetic education and follow-up programs and refer 500 discharged diabetics to ambulatory education programs; (5) increase the identified number of diabetic pregnancies to 80% of expected 450 (370 gestational diabetics and 80 prepregnancy diabetics).

Hypertension Control Program: Hypertension, or high blood pressure, is a complex array of physiological processes most obviously manifested as increased pressure in the arteries of the body. There are two general types of hypertension. Primary hypertension is high blood pressure of unknown cause. Secondary hypertension is an elevation of blood pressure associated with other disease entities such as tumors, kidney disease, etc. Of 720,000 adults in Maine, an estimated 15 percent (or 108,000) have elevated blood pressure levels.

In 1977, the U.S. Public Health Service required that a small portion of the block grant funds awarded to the states in accordance with Section 314(d) of the Public Health Service Act must be expended in a state hypertension services program. The Bureau of Health deployed some of its allocations to establish and fund, through Medical Care Development, Inc., the Franklin County High Blood Pressure Control Program. An amendment to the Public Health Service Act effective October 1, 1979, changes the block grant hypertension funding to states under Section 314(d) to competitive project grants designed to assist State health departments to establish and maintain programs for the screening, detection, diagnosis, prevention, and referral for treatment and control of hypertension. The goal of the grants is to reduce the morbidity, disability and premature death from uncontrolled hypertension. A grant application was submitted and approved in late FY 79 for FY 80 317(a) funds. The focus of this grant is an established detection and control system through the Adult Health Assessment Program, as well as five "Initiation Proposals" to address specific parts of the central problem: training of technicians, worksite programs, local coordinators, expansion in Aroostook County, data system. The Department and MCD also received five-year funding from the National Heart, Lung and Blood Institute in response to a Request for Proposal (RFP) to establish ongoing state-wide coordination of high blood pressure education and control activities.

In FY 80, the Hypertension Control Program encompassed hypertension control services provided by the Division of Public Health Nursing in the Bureau of Health. The Maine High Blood Pressure Council acts as the advisory committee to the Hypertension Control Program. Within the Division of Public Health Nursing, hypertension control services are managed under the Division's Adult Health Assessment Program. In FY 80, AHAP contracted with ten community health agencies state-wide for the provision of hypertension control services and provided direct services in two counties.

The program staff expected to accomplish the following objectives in FY 80: (1) assure coordination of hypertension control services in the State; (2) prepare and distribute Maine high blood pressure guidelines and standards as presently approved by the Maine High Blood Pressure Council to 100% Department of Human Services funded programs, 100% Title XIX (Medicaid, EPSDT) providers and 80% related groups such as the Bureau of Maine's Elderly, physicians and pharmacists associated with Medicaid, Family Planning agencies, emergency medical persons, and other non-AHAP agencies; (3) obtain and distribute written and other audiovisual material regarding high blood pressure control, focusing on age and risk factors to 100% media contacts in the State, 100% DHS funded AHAP agencies and 95% health care providers such as hospitals, ambulatory care centers, professional organizations, community health agencies, and ambulance services; (4) increase the number of service recipients in the younger (ages 35-64) population; (5) examine various follow-up systems in use in the State and develop recommended approaches that would be feasible in a rural State; (6) promote continuing education programs for physicians, nurses, and allied health personnel involved in hypertension control; (7) maintain and streamline the present data system, focus on its tracking capabilities and achieve 100% consistency and accuracy in reporting for the Department-funded programs; (8) develop an evaluation mechanism that will permit detection of morbidity and mortality from premature strokes and other hypertension-related diseases; (9) utilize the Adult Health Assessment Program of the Division of Public Health Nursing and this hypertension model for a systematic approach to control detectable adult health problems.

Office of Dental Health. The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the directions of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan, in cooperation with other state-wide health planning organizations, when deemed appropriate, to improve the dental health of Maine citizens. The plan must be revised biennially; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health, and coordinates all efforts to improve dental health which are in part or wholly supported by State funds.

During fiscal year 1980, the Office of Dental Health primarily conducted and administered dental disease prevention programs. A revised Dental Health Program Plan, which served to guide activities undertaken by the Office, was accepted by the State Health Coordinating Council for inclusion in the State Health Plan.

The School Dental Health Education Program, administered by the Office, was substantially revised during 1980. A State legislative appropriation provided funds for dental health education materials to over 20,000 Maine children in 141 schools across the State. A mini grants program was established to provide seed money to small, innovative prevention and education projects related to dental health. Mini grants were awarded to applicants in Franklin County, Bar Harbor, Portland, Augusta, Waterville, Jonesboro, and Norway.

The Office continued to administer a State-wide community and rural School Fluoridation Program. In the spring of 1980, the Office was awarded a fluoridation Project Grant from the Center for Disease Control. The purpose of the grant is to increase the number of people in Maine who receive optionally fluoridated drinking water.

Additionally, the Office assisted with the formation and activities undertaken by the Snack Foods Task Force, conceived by the State Nutrition Education and Training Project.

Currently, the Office is working to expand the School Dental Health Education and Fluoridation Programs. Preschool dental education and adult dental education projects are planned for the upcoming year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council, the Medicaid Advisory Committee, and the Orthodontic Advisory Committee have assisted Office efforts over the past year.

Emergency Medical Services Project. The Emergency Medical Services Project has overall responsibility in the planning, implementation, and evaluation of the State's Emergency Health Care Delivery System. In 1975 the Department of Human Services was awarded two grants of funds appropriated under the Federal Emergency Medical Services Systems Act. The first grant was an initial year of funding for basic life support system implementation in the Kennebec Valley region and the second was a statewide planning grant for the other four emergency medical services systems regions.

In July of 1976 a second year of funding was received for the Kennebec Valley region. Federal funds to accompany the 1976 revisions of the Emergency Medical Services Systems Act did not materialize as expected and the Project was maintained at a low level of activity in the other four regions until July of 1977 when three grants were received to fund the development of basic life support systems in the Southern Maine and Tri-county regions and an advanced life support system in the Kennebec Valley region as well as Statewide coordination and medical direction. In July, 1978, three grants were received to support the second year of basic life support system development in the southern Maine region, second year of advanced life support system development in the Kennebec Valley region and first year of basic life support system development in the Northeast region. Throughout this period funds made available by the Department of Transportation as well as the Department of Human Services were used to support planning and implementation activities in those regions for which the Project was unable to secure Federal grant funds.

The project works with the prehospital and inhospital critical care phases of emergency medical care—from the basic life support services administered at the onset of an accident or disaster scene to the advanced level of treatment provided in an intensive care unit in the hospital. The project is authorized to set standards for ambulance services providing emergency medical care, to license vehicles and personnel based upon approved standards, and to inspect services, vehicles and personnel to insure compliance with these standards. Increased project activity has also centered around determination of appropriate levels of care—and educational forums to provide that care—in the ambulance, in the emergency department, in the intensive care unit/critical care unit, and even in the public sector. To illustrate the level of success the Maine EMS Project has achieved, the Federal Director of Emergency Medical Services, cited the Maine Project for its outstanding efforts in systems development in his remarks at the Tri- Regional EMS meeting in Chicago in October, 1977, describing the project as a "model rural EMS system."

Education of physicians, nurses, Emergency Medical Technicians (EMT) and the public as well has been a major thrust of staff activities. A *Treatment, Triage, and Transfer Protocols* manual was written in draft form to establish a basis for standardized prehospital Advanced Life Support programs and to serve as a guide for other critical care areas. This manual is undergoing revision by physicians throughout the State in order to incorporate regional expertise before finalizing the document. Other educational efforts have included standardized Statewide EMT, first responder, and advanced EMT training programs and exams. Currently, there is a conjoint effort between the EMS Project, the American Heart Association—Maine Affiliate—and the savings banks of Maine to train the public in Cardio Pulmonary Respiration (CPR), with projected estimates of those to receive training set at 50,000 people during the project year.

A major effort has been initiated to collect and evaluate information pertaining to the 15 components of an EMS system as they relate to improving patient care. Towards that end, a Hospital Profile Survey was developed for use in evaluating Maine's 51 acute care hospitals. From this data, regional evaluation reports were developed and distributed to hospital administrators and physicians to provide a management tool and means of evaluation in order to improve and fill unmet needs in the hospital setting. Standardization of reporting was another project undertaken from which will be developed both an ambulance run form and an ambulance survey form which are used by ambulance services in Maine.

Stretching beyond the geopolitical boundaries of Maine, the EMS Project participated in the New England Regional Burn Program (NERBP), a cooperative effort of the New England Council for EMS, physicians and surgeons, and hospital administrators throughout the six New England states. This New England consortium is directing its efforts towards a three year prospective burn data collection effort. The EMS staff has also revised the Statewide EMS Communications Plan which serves as a guideline for the development of EMS communications systems not only in Maine, but in cooperative projects with neighboring locales as well, such as New Hampshire and the Province of New Brunswick, Canada. A 911 access/dispatch system has been implemented in five locations within the State and is in the advanced planning stage in another area.

LICENSES, PERMITS, ETC.:
Division of Health Engineering

License:
- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Places & Vending Machines
- Catering Establishments
- Eating Places & Catering
- Catering & Vending Machines
- Lodging Place (Rooms in private homes)
- Motels-Hotels
- Cottages

- Overnight Camps
- Motor Courts
- Mobile Home Parks
- Tenting Areas
- Trailer and Tenting
- Recreational Camps
- Day Camps
- School Lunch
- School Lunch and Catering
- Class "A" Taverns
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for Self-contained breathing apparatus)
- Senior Citizen's Feeding

Permit:
- Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Site Evaluator

Registration:
- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

Public Health Laboratory

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Lab Analyzer
- Drug Analyzer
- Water Testing (Public)

PUBLICATIONS:

Epi-gram monthly Disease Control Report
Lab Gab monthly Newsletter from Health Laboratory

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,056,752	1,350,743	567,338		1,138,671	
State Share of Retirement	517,024	225,756	98,544		192,724	
Prof Service, Not By State	173,383	10,233	41,951		121,199	
Computer Service, By State	88,087	27,104	4,491		56,492	
Other Prof Serv, By State	37,905	1,369	—40,847		77,383	
Travel Expenses, In-State	130,259	71,287	11,107		47,865	
Travel Expense, Out-State	16,412	2,076	3,794		10,542	
Operation—State Vehicles	20,886	3,787	12,365		4,734	
Utilities	88,229	42,745	5,630		39,854	
Rents	121,262	50,248	27,313		43,701	
Repairs	12,996	960	6,850		5,186	
Insurance	242	242				
General Operating Expense	240,080	54,129	39,782		146,169	
Fuel	12,062	12,062				
Other Supplies	232,898	16,884	123,157		92,857	
Highway Materials	17				17	
Grants to Local Govts.	2,418				2,418	
Grants to Pub. & Priv. Orgs.	7,023,346	87,748	2,826		6,932,772	
Public Assistance Grants	249,818	4,996			244,822	
Pensions	7,968	6,026	225		1,717	
Buildings & Improvements	450		450			
Equipment Purchases	64,153		18,488		45,665	
Structures & Improvements	675		675			
Trans. to Gen.-Fund Sta-Cap	49,752		15,269		34,483	
TOTAL EXPENDITURES	12,147,074	1,968,395	939,408		9,239,271	

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the Board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the Board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

ORGANIZATION: Members of the Board must be residents of the State. The Board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board until at least one year after the expiration of his 2nd term of office.

PROGRAM: The Board meets twice a year and gives examinations, discusses problems and business accumulated. The Board adopts rules and regulations concerning the practice of fitting and dealing in hearing aids. These became effective October 25, 1977.

LICENSES, PERMITS, ETC.:

- License:
  - Corporation
  - Hearing Aid Dealers and Fitters
- Permit:
  - Trainee

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,456		1,456			
State Share of Retirement	96		96			
Computer Service, By State	34		34			
Other Prof Serv, By State	400		400			
Utilities	1,202		1,202			
Repairs	37		37			
General Operating Expense	684		684			
Trans. to Gen.-Fund Sta-Cap	155		155			
TOTAL EXPENDITURES	4,064		4,064			

MAINE HUMAN SERVICES COUNCIL

REP. EDWARD C. KELLEHER, CHAIRMAN

ROBERT A. FRATES, Executive Director

Central Office: 14 Columbia Street, Augusta; *Floor:* 2 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313
Average Count—All Positions: 4 *Legislative Count;* 5

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities relating to human services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions relative to state and federal funds, plans, policies and programs pertaining to human services; particularly state administered funds under Title 20 of the U.S. Social Security Act and the state's Priority Social Services Act. Furthermore it provides public information, hearings and forums on behalf of human services to the public at large, national government and the executive and legislative branches of State government. It also serves as the performance review committee required by state and federal laws for social services funded by the U.S. Social Security Act, the Maine Priority Social Services Act and other human service programs.

ORGANIZATION: The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups, public agencies concerned with human services, citizens at large, and who, excepting members representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

PROGRAM: During the year ending June 30, 1980 the Maine Human Services Council continued activities to improve education, children's, mental health, mental retardation, health, income, rehabilitation, social service and transportation programs. Also three major new efforts concentrated on energy education and conservation; on more effective administration and funding of Title 20 and related social services; and on improving outreach aspects of the Food Stamp Program.

Work concentrated on programs of the Maine Division of Community Services and the Departments of Human Services and Mental Health and Corrections. A selected number of programs within the Departments of Educational and Cultural Services and Transportation were monitored. High priority of this independent board continued to be policy/budget/legislative analyses, and technical assistance to the Legislative Branch, the Governor, agencies of the Executive Branch and the public-at-large.

To carry out goals and objectives adopted at its annual meeting in the summer of 1979, the Council worked to maintain and increase funds necessary to offset the inflationary cost of living expenses faced by needy families and community agencies delivering human services. High priority was placed on timely state and federal funding of energy assistance programs and energy education and conservation. Equally high priority focused on more effective use and coordination of services funded by Titles 19 and 20 of the Social Security Act and by Urban/Rural Mass Transit. The following activities were carried out to support Council goals: Community Forums; Budget/Policy Analysis and Management; Energy Assistance, Education and Conservation; Food Stamp Advocacy; Review of Contracts; Family and Children's Services and Transportation.

Community Forums. In the summer of 1979, the Council sponsored six community forums in Madawaska, Calais, Searsport, Augusta, Rumford and Saco. Comments of the public, consumers, community leaders, and local agencies were heard concerning energy costs and supply, Title 20 Social Services, other human services, and transportation.

The burden of energy, fears about a shortage of energy supply, the need for lower cost transportation, and the general effects of high inflation on families, children, the elderly and the handicapped were the most frequently discussed issues. How the cost of living reduces the availability of all human services was emphasized. Noted particularly was the reduction in the availability of transportation, even though it is needed for access to the essentials of life: work, food, income and health care.

Energy Assistance, Education and Conservation. At the 1979 community forums Maine people said basic survival was their problem. The single greatest survival problem of Maine people was fuel and energy. At that time too much could not be said to emphasize the impact of the availability of or high cost of fuel and energy. Regardless of whether adequate supplies were available, the 50% increase in home heating oil, kerosene, electricity and gasoline combined with the indirect cost of these on price increases of food, medical care, clothes and other essentials threatened to push many families over the brink of financial chaos. Low-middle income working people, families on fixed incomes, disadvantaged and handicapped people on marginal budgets, and older people living on retirement income incurred burdens most difficult to bear.

The Maine Human Services Council believed the fuel-energy-economic crisis was of great urgency requiring all responsible parties to immediately initiate personal and public plans to prepare for and have available programs to help people when the need arises. The Council recommended:

1. Immediate efforts should be initiated to develop public awareness about the reality of the situation and to promote conservation and preventive steps immediately in order to lessen the impact during the winter and spring of 1980;
2. The issue of survival will not be limited to the availability and cost of fuel and energy. The Council has been told by Maine citizens that due to limited incomes and high fuel-energy costs, they will cut back on food and other essentials in order to keep warm. Per-

sonal and public programs must be prepared to meet food, medical, clothing and other problems that spin off from the fuel-energy-economic situation;

3. Personal and public programs must meet these criteria to truly be of help to people when the need arises:
   A. To assist with the cost of fuels—home heating oil, kerosene, electricity and gasoline—cash on delivery will be expected by retailers and wholesalers. Therefore, programs must have cash available when the need exists. Voluntary, church related, governmental and personal efforts must act before October 1st to assure the availability of cash in January, February and March, 1980.
   B. The fuel-energy-economic problems will affect families of all income levels and social circumstances. Therefore, programs must be available to all who need them. Programs should be tailored to a family's ability to pay. Benefits should be graduated based on income.
   C. The problems of starting a new program(s) should be diligently avoided. Efforts to address the situation should build on existing assistance programs and be tailored to meet the needs of people before establishing new programs;
   D. Policy makers and decision makers should objectively evaluate all proposed programs to be sure they meet the criteria of helping people, rather than promoting the interests of those who propose the programs.

In response to the public testimony at the Council's Community Forums, the Governor convened on December 6, 1979, and the Council coordinated, a statewide Forum for Neighbor to Neighbor Self-Help With Energy. Attended by 175 church leaders, businessmen, labor leaders, service club officials and volunteers, the Forum goals were: to provide an opportunity to bring together citizens who share a mutual concern for our neighbors and our energy-economic crisis; to encourage private/voluntary energy education, conservation and self-help endeavors, particularly through cooperative community or church based neighbor to neighbor self-help groups; and to encourage leaders attending the forum to make a personal commitment to serve in their locales as catalysts for achieving energy education, conservation and self-help for survival through cooperation among groups and communities.

Title 20 Social Services. Throughout this year the Council aggressively questioned the operation of the Title 20 program; citing the general reduction in services due to inflation, the significant increase in the cost of services provided directly by the Department of Human Services, the reduced funding for community based programs, the high overhead and administrative costs, and the apparent budgetary deficit resulting from continued operation of programs prior to final appropriation actions by Congress. Council recommendations and actions with the Executive and Legislative Branches supported initiating administrative cost savings, elimination of funds for housing and camping services, increasing funds allocated for community based services, and transferring costs inappropriate for Title 20 reimbursement to other sources, such as Title 19 medical care.

Budget/Policy Analysis and Management. The Council focused on analysis of budgets, particularly relating to the Departments of Mental Health and Corrections and Human Services, while monitoring the Energy Crisis Assistance Program in the Division of Community Services and selected accounts in the Departments of Educatgional and Cultural Services and Transportation. Assisting both the Executive and Legislative Branches, the Council initiated and supported actions achieving substantial financial gains for education for preschool handicapped children, emergency energy crisis assistance, and an emergency appropriation of state funds to supplement Title 20 Social Services. The Council continued efforts to emphasize more effective use of existing state and federal funds, particularly Title 19 medical care and Title 20 social services, rather than seeking additional tax revenues.

Food Stamp Task Force. Through this subcommittee, the Council worked with representatives of consumers, the Department of Human Services and community agencies to seek improvement in Maine's Food Stamp Outreach Plan. The task force and Council recommended numerous actions that were only partially implemented by the Department of Human Services. While a large number of Maine households do receive food stamps, it is believed that a significant number of lower income workers, the elderly, and in 3 counties, the general populance do not know of or utilize the program to the extent possible.

Family and Children Services. The Council expressed its long standing concern for families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: better preventive health care for children, and focusing on the family and the home as a primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Review of Contracts. During the year the Council, through its Performance Review Committee, monitored the development and execution of more than 500 contracts between state departments and 250 community agencies that encumbered over $35,000,000. The Council worked to achieve consolidation of contracts, improved contract administration policy, and greater accountability of services.

Transportation. Based on testimony at the community forums, our budget analysis, and the erosion of service due to inflationary oil based costs, the Council continued its focus on transportation as a major priority. Citizens in need of transportation to work, to health care, to grocery stores, and to human services experienced a great reduction in the availability of publically funded transportation, while the cost of personal individualized transportation skyrocketed. The Council set as a primary task monitoring the implementation of Chapter 505 of the public laws of 1979 (LD 1556), which was enacted to the great credit of the 109th Legislature. Plans written at the local level and grants approved by the Department of Transportation indicated actual service would be well underway during the first quarter of FY 1981 in several parts of the State.

PUBLICATIONS:

Child Abuse and Neglect Report (free)

Maine's Hidden Poor in Substandard Housing (free)

Summary and Record of Eight 1977 Community Forums on Human Services (free)

Statement of Concern on the Budget Process, 1978 (free)

Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)

Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979 (free)

Neighbors Helping Neighbors With Energy-Resource Packet (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	50,301	21,085			29,216	
State Share of Retirement	6,065	2,532			3,533	
Prof Service, Not By State	3,369	600			2,769	
Travel Expenses, In-State	1,743	777			966	
Utilities	3,687	3,427			260	
Rents	7,525	2,050			5,475	
Repairs	346	75			271	
General Operating Expense	26,483	12,460			14,023	
Other Supplies	1,865	1,203			662	
Equipment Purchases	5,505				5,505	
Trans. to Gen.-Fund Sta-Cap	159				159	
TOTAL EXPENDITURES	107,048	44,209			62,839	

INTERDEPARTMENTAL COORDINATING COMMITTEE (OADAP)

MICHAEL R. PETIT, CHAIRMAN

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2781
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 158; *Citation:* 22 M.R.S.A., Sect. 1366

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

BOARD OF REGISTRATION IN MEDICINE

JOHN B. MADIGAN, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary
ANGELINA HUBERT, Executive Secretary

Central Office: 100 College Ave., Waterville *Telephone:* 873-2184
Mail Address: 100 College Ave., Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 3½ *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Six members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; one member must be a representative of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners in Physical Therapy; and with appointees by the Governor also constitute the Examiners of Podiatrists.

PROGRAM: The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held in January, May and September.

During this past year, representatives of the Medicaid Fraud Control Unit, the Drug Enforcement Administration, and the Diversion Investigative Unit met and discussed mutual problems with the Board. The Physician's Assistant Advisory Committee consisting of two physicians and two physician's assistants also met with the Board's secretary to discuss eligibility requirements for the registration of physician's assistants. The Committee recommended amendments to the Rules and Regulations which were accepted by the Board and implemented following a public hearing in November, 1979.

At that same public hearing, rules and regulations pertaining to continuing medical education were promulgated. There was little or no opposition voiced against the proposed rules which require all medical doctors licensed in Maine to complete 100 hours of continuing medical education for biennial reregistration in 1982.

In March, two members of the Board of Registration in Medicine met with the Chairman and Secretary of the Board of Osteopathic Examination and Registration to discuss mutual problems and to consider the possibility of sharing administrative facilities and staff. No action has been taken in this regard.

To obtain specialized knowledge and information in boardsmanship and to keep informed about the most recent developments in the regulations of the medical profession, one or two board members and a member of the staff attend the Annual Meeting of the Federation of State Medical Boards. The Board's Secretary serves on two standing committees of the Federation: the FLEX Test Committee and the Long Range Planning Committee. The Board's Executive Secretary has been appointed for a second term to the Nominating Committee of the Federation.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially conducted in June, 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX. Now in its thirteenth year, FLEX has been adopted by all fifty states, the District of Columbia, Virgin Islands, Guam, Canal Zone and the Canadian Province of Saskatchewan. It provides a uniform nationwide standard for medical licensure. It is conducted simultaneously throughout the country in June and December each year. In 1979, 550 physicians, mostly foreign medical graduates, were admitted to the FLEX conducted in Maine.

We are seeing a gradual decline in the number of applicants for admission to the FLEX. The Health Professions Education Assistance Act of 1976 placed new requirements on the entry of alien physicians to the U.S. beginning January 10, 1977 which have curtailed immigration of foreign medical graduates. We expect that revenue from this source will be reduced.

Fortunately, the physician population of Maine will not be seriously affected since over 95% of the examinees who are licensed in Maine establish their practice out-of-state following endorsement of their Maine license.

A total of 444 physicians were issued permanent licensure to practice medicine in the State of Maine during FY 1980: 251 by examination and 193 by endorsement of credentials. Seventeen physicians requested and were granted reinstatement of their Maine license.

Beginning in March of this year, reregistration notices were mailed to 1,817 physicians practicing in the State of Maine and to 3,558 out-of-state registrants. The 1980 reregistration period officially closes on October 1, 1980 so the actual number of registrants will not definitely be known until that time.

Taking into account notices of death, withdrawals, relocations received so far, Board records currently show 1804 medical doctors licensed and living in Maine; 148 of these indicate retirement or other non-practicing status. This reflects a net gain for FY 80 of 71 medical doctors in the State of Maine.

Two hundred ten (210) temporary or limited licenses were issued: 14 Locum Tenens, 47

Camp (seasonal) licenses and 149 Temporary Education Permits for hospital residents.

Twenty-seven (27) physicians applied for and were granted approval to supervise physician extenders; 21 physician's assistants were issued certificates of registration. Currently there are 78 physician's assistants rendering medical services in Maine.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. During 1979, nineteen complaints and fourteen reports were filed with the Board. The Board responds, in varying degrees, to each and every complaint.

The greatest proportion of the complaints received were non-jurisdictional cases. These include, for example, fee disputes, patients trying to obtain access to their medical records, complaints against the physicians' office personnel and various other things. In these cases, very often there is no cause for legal action against the physician but the Board tries to mediate with the licensee or refers the complaint to the appropriate agency. Six complaints were resolved by mediation; five were referred to another agency. Ten cases were dismissed for insufficient cause, one was found frivolous and expunged. Ten investigations were initiated; two physicians were reprimanded; two are under surveillance; three were called for hearing before the Board. After hearing, one physician agreed not to practice medicine in the State of Maine for a period of four years; one physician was denied licensure for violating the integrity of the testing process, one was referred to the Administrative Court for revocation of license. The latter case is still pending. Six cases remain under investigation. Three applicants were denied medical licensure. Two Maine physicians were invited to meet with the Board to discuss certain problems appearing to be the cause of complaints filed against them.

Legislation. L.D. 1751, An Act to Eliminate the Requirement for Certain Adjudicatory Proceedings before the Board of Registration in Medicine was enacted by the 109th legislature during its second regular session. Its purpose was to eliminate the current requirement that 2 adjudicatory proceedings be held for suspension or revocation of a medical license, one before the Board and a second before the Administrative Court. As enacted, the Board may hold a hearing, but is not required to do so. In serious cases, the Board may file a complaint with the Administrative Court directly after completing its investigation.

L.D. 2005, An Act to Amend the Maine Sunset Law advanced the review schedule of the Board of Registration in Medicine. Unless continued by the Legislature, the Board of Registration in Medicine would be terminated by June 30, 1983 instead of June 30, 1986.

Grants. Pursuant to 32 MRSA Subsection 3269 (10), the Board disbursed funds accumulated through the receipt of licensure fees to the following agencies: 1. Department of Educational and Cultural Services for securing spaces for the admission of qualified Maine residents to the University of Vermont, Tufts and Dartmouth Medical Schools; 2. Medical Care Development, Inc. for the continuation of a registry of continuing medical education programs scheduled to be held in the State of Maine and for the development of four programs in continuing medical education within the State. The agreement for this grant was dated during FY 80 but the grant was not paid until the first quarter of FY 81.

Other Activities. Incoming and outgoing mail totaled 30,789 pieces this year: 18,489 outgoing, 12,300 incoming. In addition to routine tasks, the Board issued advisory rulings pertaining to electromyography, hypnosis, acceptable continuing medical education programs and reporting requirements;

—reviewed 57 liability claims reports and eight disposition reports showing monetary settlements submitted pursuant to 24 MRSA Section 2605 by the Superintendent of Insurance during calendar year 1979;

—approved payments of $11,000 per year for services rendered by the Department of the Attorney General;

—changed by rule and regulation the policy requiring applicants for medical licensure to appear for interview at a regular meeting of the Board;

—approved a plan to microfilm board records provided records two years old or less are retained in their original form.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician

License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician's Assistant Certificate of Qualification
Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1978-1979 ($5.00)
(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)
(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants
(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	55,026		55,026			
State Share of Retirement	8,498		8,498			
Prof Service, Not By State	47,328		47,328			
Other Prof Serv, By State	10,597		10,597			
Travel Expenses, In-State	1,113		1,113			
Travel Expense, Out-State	1,168		1,168			
Utilities	1,956		1,956			
Rents	7,319		7,319			
Repairs	319		319			
Insurance	32		32			
General Operating Expense	8,076		8,076			
Other Supplies	1,345		1,345			
Public Assistance Grants	85		85			
Equipment Purchases	139		139			
Trans. to Gen.-Fund Sta-Cap	1,862		1,862			
TOTAL EXPENDITURES	144,863		144,863			

STATE BOARD OF NURSING

FAY E. INGERSOLL, PRESIDENT
MARION M. KLAPPMEIER, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-2921
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 8

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During FY 80, the Board met in nine regular or special sessions, for a total of eleven days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; attended Legislative Committee hearings relevant to the Board; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1979-80, the examination for registered nurse licensure was administered on July 10-11, 1979 and February 5-6, 1980 and the examination for practical nurse licensure on October 16, 1979 and April 15, 1980. Both the registered nurse examination and the practical nurse examination are now given on the exact same dates in all states and jurisdictions of the U.S. that participate in the State Board Test Pool (54). The use of national testing dates has done much to reduce the security problems previously associated with the administration of the examination in several states.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1979—June 30, 1980

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	383	322	61	69	51	18
Other States	54	51	3	3	2	1
Other Countries	30	0	30	41	6	35
Total	467	373	94	113	59	54

*84.1% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE

July 1, 1979—June 30, 1980

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	216	213	3	3	3	0
Other States	8	8	0	0	0	0
Other Countries	1	0	1	1	0	1
Candidates on basis of:						
Equivalent Preparation	94	83	11	4	3	1
Armed Serv. Med. Train.	25	19	6	0	0	0
Total	344	323	21	8	6	2

*99.9% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT

July 1, 1979—June 30, 1980

Registered Nurses		Licensed Practical Nurses	
From Other States	402	From Other States	142
From Other Countries:		From Other Countries:	
with examination	6	with examination	0
without examination	19	without examination	1
Total	427	Total	143

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE

July 1, 1979—June 30, 1980

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	426	329
Endorsement	427	143
Renewal	9,239	2,871
Reinstatement	387	141
Total	10,473	3,484

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of apersons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing.*

During FY 80, site visits were made to three basic educational programs in nursing: Mercy Hospital School of Nursing, Maine School of Practical Nursing, and EMVTI Department of Practical Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the three programs. Presently Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and the Maine School of Practical Nursing, Waterville.

Summary of Board Action. A brief summary of Board action in FY 80 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during the year.

—agreed to continue to cooperate with the Bureau of Health, which is the State contractor for the National Center for Health Statistics, and included Health Manpower Data Form with renewal applications.

—approved applications for admission to the licensing examinations for registered nurse licensure and for practical nurse licensure.

—reviewed and approved faculty biographical data for new faculty members, as submitted by schools of nursing.

—approved twenty-nine out-of-state programs for the expanded role of the registered professional nurse. Approval of such programs is necessary for a registered nurse to function as a nurse associate or nurse practitioner in the State of Maine.

—approved two programs or courses to prepare unlicensed assistants to nurses to perform special nursing services upon delegation by a registered professional nurse.

—voted to continue to contract for use of the State Board Test Pool Examinations.

—devoted four days to reviewing drafts of test items for future licensing examinations.

—submitted nominees for office for the National Council of State Boards of Nursing, Inc.

—reviewed and initiated action, when necessary, on seventeen complaints of possible unsafe or illegal nursing practice including revocation of two registered nurse licenses.

—appointed Board committees for FY 80.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—was represented at the annual meeting of the Northeast Council of State Boards of Nursing held in Pennsylvania.

—responded to several requests relating to questions on the scope or nature of nursing practice.

—approved a proposal submitted by NMVTI Practicai Nursing Program to implement a satellite program at Houlton Regional Hospital.

—denied a request for admission to the examination for registered nurse licensure on basis that applicant did not meet requirements for licensure in own country and did not meet Maine's requirements.

—approved MSNA's revised "Guidelines for Registered Nurses in the Delegation of Selected Nursing Services to Unlicensed Personnel" for continued endorsement in the Board's RULES AND REGULATIONS, Chapter V.

—adopted a policy that all graduates of foreign schools of nursing, except Canadian, regardless of place of residence, must have taken and passed the screening examination of the Commission on Graduates of Foreign Nursing Schools as one of the prerequisites for admission to the R.N. licensing examination, effective October 1, 1979 for any foreign graduate initiating the process of endorsement.

—voted to accept, at this time, the Canadian Nurses' Association Testing Service Comprehensive Examination for registered nurse licensure, if written in English, for licensure by endorsement in Maine.

—wrote a letter to the U.S. Immigration and Naturalization Service in support of a proposed change in immigration rules that would require nonimmigrant professional nurses to pass the screening examination given by the Commission on Graduates of Foreign Nursing Schools in order to qualify for the "H-1" nonimmigrant visa classification.

—pending results of investigations being conducted in New York involving possible break in security with the July 1979 RN licensing examination, and following review of overall results of licensing examinations given in Maine, it was voted that the Board accept the results of the July 1979 examination for RN licensure as being valid for a Maine license to practice as an RN.

—met with representatives from several educational programs in nursing to discuss possible changes in programs.

—submitted nominees for item writers for future registered nurse examinations to the National Council of State Boards of Nursing.

—approved for one year a proposal on a pilot project on articulated approach to career mobility for nursing assistants to practical nurses submitted by the State Bureau of Vocational Education.

—met with Directors of all schools of nursing to discuss several items including the legal qualifications for licensure as a practical nurse. The Board concurred with a motion made by the Directors to request MSNA and MLPNA to consider initiating legislation next year to exclude equivalent preparation as a basis for admission to the licensing examination for practical nurses.

—accepted resignation for retirement of Executive Director effective May 31, 1980.

—after interviewing applicants, appointed new Executive Director beginning June 30, 1980.

LICENSES, PERMITS, ETC.:

License:

- Registered Professional Nurse
- Licensed Practical Nurse
- Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)

- Law Regulating the Practice of Nursing
- Rules and Regulations of the Maine State Board of Nursing
- Standards for Educational Programs in Nursing
- Standards for Nurse Associate Programs

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,160		88,160			
State Share of Retirement	14,613		14,613			
Prof Service, Not By State	17,993		17,993			
Computer Service, By State	1,955		1,955			
Other Prof Serv, By State	50		50			
Travel Expenses, In-State	2,840		2,840			
Travel Expense, Out-State	407		407			
Utilities	2,386		2,386			
Rents	8,516		8,516			
Repairs	737		737			
Insurance	7		7			
General Operating Expense	11,294		11,294			
Other Supplies	2,491		2,491			
Equipment Purchases	499		499			
Trans. to Gen.-Fund Sta-Cap	1,299		1,299			
TOTAL EXPENDITURES	153,247		153,247			

STATE BOARD OF OPTOMETRY

GEORGE S. BOURNAKEL, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle *Telephone:* 762-2291
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769
Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held four meetings during FY 80 on 9/12/79, 12/1/79, 2/27/80 and 6/27/80. On June 28 and 29, 1980, optometry examinations were administered to 20 candidates, 20 of whom passed successfully. The 20 candidates were registered and licenses were issued to them. Also, the Board issued 160 active, 60 nonactive and 20 auxiliary office licenses. Four nonactive and eight active licenses were revoked for default of payment of license renewal fees, death, or retirement.

LICENSES, PERMITS, ETC.:
License:
Optometrist
Diagnostic Drug License

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,665		2,665			
State Share of Retirement	710		710			
Prof Service, Not By State	723		723			
Other Prof Serv, By State	2,000		2,000			
Travel Expenses, In State	2,282		2,282			
Travel Expense, Out State	911		911			
Utilities	359		359			
General Operating Expense	727		727			
Other Supplies	885		885			
Equipment Purchases	394		394			
Trans. to Gen. Fund Sta-Cap	750		750			
TOTAL EXPENDITURES	12,406		12,406			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD K. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: High Point Drive, Saco *Telephone:* 772-5368
Mail Address: R.F.D. #3, High Point Drive, Saco, Maine 04072
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty dollars per year, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.:

- License:
  - To Practice, including Physician's Assistants
- Certificate:
  - Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500		500			
Prof Service, Not By State	7,159		7,159			
Travel Expenses, In-State	371		371			
General Operating Expense	146		146			
Other Supplies	114		114			
Trans. to Gen.-Fund Sta-Cap	96		96			
TOTAL EXPENDITURES	8,386		8,386			

PARTICIPATION REVIEW BOARD (TO MARIJUANA PROGRAM)

BRIAN M. DORSK, CHAIRMAN
RICHARD M. CLARK, Research Associate

Central Office: 32 Winthrop St., Augusta; *Floor:* 2 *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1979 *Sunset Termination Scheduled to Start by:* September 14, 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 369; *Citation:* 22 M.R.S.A., Sect. 2405
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the Participation Review Board (to the Marijuana Program) is to review and approve or deny practitioners for participation in the program. A practitioner who has been approved for participation may prescribe marijuana to only those patients who are undergoing cancer chemotherapy or suffering from glaucoma and are in a life-threatening or sense-threatening situation, and who are not responding to conventional treatment or who are suffering severe side effects even though conventional treatment is proving effective.

ORGANIZATION: The Commissioner of Human Services, appoints the Participation Review Board to review practitioners for participation in the program. The board serves at the commissioner's pleasure and consists of: a physician licensed to practice in this State and certified by the American Board of Ophthalmology; a physician licensed to practice in this State and certified by the American Board of Internal Medicine and also certified in the subspecialty of medical oncology; and a physician licensed to practice in this State and certified by the American Board of Psychiatry. Members of the board may be reimbursed for their attendance at meetings at the rate of $40 per day.

PROGRAM: The program is currently not operating pending the outcome of the Federal government's approval process on the State's protocol.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

C. ROBERT EMERSON, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240
Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851
Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 80, the Board of Commissioners of the Profession of Pharmacy licensed 858 pharmacists (892 the previous year), 31 qualified assistants (a decrease of 3 from last year), and issued some 275 pharmacy licenses (as compared to 256 last year). Reciprocity was granted to 11 pharmacists this year in comparison to 15 last year. Of the 13 taking the examination in January, 11 successfully passed the NABPLEX. Of the 30 taking the examination in the spring, 25 passed the examination.

The Board met eleven times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., at the Knox Room, Augusta Civic Center, Augusta, Maine as well as at other times as required. This started in February as the monthly meeting schedule. During the year, the Board sent two notices to all registered pharmacies in the State of Maine. The notices covered the rule that no prescription for any schedule drug or drugs may be on a preprinted prescription blank; and also served a notice of a hearing on the consideration of restriction of any products containing hydrocortisone to prescription only.

The laws pertaining to pharmacy, as revised in 1977, are available upon request at no charge, and are placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law.

Mandatory continuing education is in the fifth year, requiring 15 hours of Continuing Education (C.E.) credits for re-registration.

LICENSES, PERMITS, ETC.:

- License:
  - Pharmacy
  - Pharmacist
  - Assistant Pharmacist
  - Wholesaler

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	27,328		27,328			
State Share of Retirement	2,998		2,998			
Prof Service, Not By State	635		635			
Other Prof Serv, By State	1,000		1,000			
Travel Expenses, In-State	14,075		14,075			
Utilities	1,644		1,644			
Rents	294		294			
Insurance	1		1			
General Operating Expense	4,320		4,320			
Food	21		21			
Other Supplies	533		533			
Trans. to Gen.-Fund Sta-Cap	341		341			
TOTAL EXPENDITURES	53,190		53,190			

EXAMINERS OF PODIATRISTS

DAVID HUTCHINS, D.P.M., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: 100 College Avenue, Waterville *Telephone:* 873-2184
Mail Address: 100 College Avenue, Waterville, Maine 04901
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary- treasurer of the Board of Registration in Medicine also serves as secretary- treasurer of the Examiners.

PROGRAM: The Podiatric Practice Act requires that meetings of the Board be held in March, July and November and stipulates that four members constitute a quorum. No public member has ever been appointed to this Board so the Board consists of only four members. If one member is absent, no quorum is possible. This situation arose in March of this year; no meeting was held. Meetings were held in July and November.

As noted in the annual report of FY 79, the Board's funds at the beginning of this FY had been nearly depleted by litigation resulting in the revocation of one Podiatrist's license to practice. What small balance remained was claimed by the Sta-Cap system leaving the Board in embarrassed circumstances for most of FY 80. A bill proposed by the Examiners to increase renewal fees was not allowed into the Second Regular Session of the 109th Legislature so it appears that there will be little, if any, immediate improvement in the Board's circumstances.

In spite of its difficulties, the Board has managed to license two new podiatrists this year and has prepared proposed amendments to the Podiatric Practice Act that would require continuing education for the relicensure of podiatrists in Maine as well as increased renewal fees. These will be submitted to the 110th legislature. The Board also is studying the issue of endorsement of National Board scores and is in the process of developing rules to clarify the requirements and other standards for successfully passing the National Board examination.

For the first time in the history of the Board, a Podiatrist member was elected Chairman of the Board pursuant to legislation enacted by the 108th.

LICENSES, PERMITS, ETC.:

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS: Roster of licensed Podiatrists (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	125		125			
Prof Service, Not By State	503		503			
Travel Expenses, In-State	62		62			
General Operating Expense	90		90			
Trans. to Gen.-Fund Sta-Cap	417		417			
TOTAL EXPENDITURES	1,197		1,197			

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect 1961
Average Count—All Positions: 69 *Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children, and school screening done in cooperation with the Department of Educational and Cultural Services. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of six full-time professional (4 consultants, 1 coordinator, 1 director) and four clerical central office staff and sixty-three full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division has become involved in other programs of prevention and detection such as lead poisoning, genetic disease, sudden infant death syndrome, and the development of standards of nursing and screening care for other programs like Early Periodic Screening Treatment and Diagnosis (EPSDT) Program and the Adult Health Assessment Program.

Direct services rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 80 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 100 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and crippled children clinics (such as cardiac, orthopedic, preschool development, cleft palate and cystic fibrosis), and adult health assessment clinics.

The Division of Public Health Nursing is increasingly becoming involved in standards-setting for nursing practices in the field (e.g. EPSDT, well child examinations, adult health, etc.) and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of school health services, sudden infant death, preschool examinations, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $1,036,579 in FY 80 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR
THOMAS A. LONGFELLOW, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1982

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 219 *Legislative Count:* 48

Organizational Units:
Disability Determination Services
Office of Alcoholism and Drug Abuse Prevention
Vocational Rehabilitation Services
Division of Eye Care

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

PROGRAM: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. During FY 80 the Vocational Rehabilitation Program received 3,100 new referrals; 805 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 60% were severely disabled, while a total of 8,345 handicapped were served during the fiscal year.

The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies; management services and supervisory assistance to small businesses operated by the severely handicapped; transportation in connection with the rendering of any other rehabilitation service; and other goods and services necessary to render a handicapped individual employable.

Severely Disabled. Services to the severely disabled continue to be a top high priority for the Bureau of Rehabilitation. Home Modification Teams are available on a statewide basis to assess the home modification needs of severely handicapped and modify the home to allow severely disabled persons to complete a successful rehabilitation program. The Bureau also provides for the transportation needs of the severely disabled by having a policy providing for the modification of vans and the purchase of vehicles, if necessary, to enable the individual to become self-employed.

Transitional housing as well as other comprehensive vocational rehabilitation services are available for quadriplegics at the Independent Living Center in Bangor. Clients with severe personal, social, and interpersonal adjustment problems are being provided transitional housing at the Middle Street House in Augusta while participating in planned services toward achieving a selected vocational placement. Transitional housing was also developed jointly with the Bureau of Mental Retardation and others for mentally retarded and physically disabled in a facility called the Pleasant Street House.

During FY '80 the Bureau created, with the assistance of the IBM Corporation, a Computer Programmer Training Program with the University of Maine. This program will train 12 severely disabled clients in computer programming. Practicum training during the summer with employers will enhance the opportunity for successful placements. The course runs for 26 weeks. Small Business Consultants are available statewide to assist counselors and severely handicapped clients in planning and development of small businesses. Many other special programs have been developed and implemented to meet the needs of the severely disabled, including comprehensive medical review, formalized vocational planning tool, and specialized client instruction in job seeking skills.

Services to the Deaf and Hearing Impaired. The first phase of implementing the Model State Plan for Vocational Rehabilitation services to deaf clients is underway. The State Coordinator and four (4) counselors (Rehabilitation Counselor for the Deaf) provide effective communications with their deaf clientele.

Major training was completed on deafness orientation to Mental Health providers and Bureau staff. In-service training focused on the development of (IWRP) an Individual Written Rehabilitation Plan with deaf clients.

The State Coordinator administers several new contracts as a result of major legislative action. The interpreter law was expanded to include municipalities, State agencies, subcommissions, and courts. Another vital link for communications, the telecommunications repair and loaner program received state funding. In the interpreter program, over 1300 hours of interpreting was provided to deaf citizens. The TTY repair program serviced 100% of all the TTY machines assigned for maintenance. Recent legislation also provides for a rate reduction for TTY users and a cost sharing plan to purchase TTY devices.

Basically, deaf clients and hearing impaired receive, as needed, any services that are provided to other disabilities under the General Vocational Rehabilitation program with special emphasis on services which are unique to this population.

Social Security Disability (SSDI) and Supplemental Security Income (SSI). Programs come under the authority of Title II and Title XVI respectively of the Social Security Act and are 100% federally funded. Similar services are provided under this program. The thrust is towards rehabilitating only those clients who will be able to enter a level of competitive employment that will lead to the termination of SSDI or SSI benefits and offset the cost of vocational rehabilitation services provided in his/her rehabilitation. Statewide coordination is provided to assure adherence to federal regulations.

Job Placement. The Bureau maximizes placement efforts by the employment of a rehabilitation coordinator of all placement activities. Placement is the very essence of the Bureau's services. All efforts and services that are delivered have to focus around placement. All placement activities are the major responsibility of the counselor who is the major facilitator. Counselors have received intensive training in this area to increase their skills. Added to the placement program are new systems of vocational planning to assist counselors and job seeking skills to prepare clients in finding a job. Placement of the severely disabled will be given an extra boost by the implementation of a program to provide Personal Care Attendant Services to those who are functionally unable to take care of their activities of daily living needs.

Advocacy Program. The Bureau has a program of advocacy which is granted out to the Human Services Development Institute of the University of Southern Maine. Headed by an attorney with a background in rehabilitation counseling, advocacy services will be provided to assist clients through the system and with other agencies. The focus of the Client Assistance Project is to permit aggrieved clients, and those in need of service, to avail themselves of those available resources and services. Advocacy services are also provided.

Independent Living Services. The 1978 Amendments to the Rehabilitation Act of 1973 established Title VII which set forth a new direction for rehabilitation services. Historically, under Title I of the Rehabilitation Act, the Federal and State programs have centered upon vocational rehabilitation with the ultimate aim of job placement. Title VII of the 1978 Amendments requires state rehabilitation agencies to provide comprehensive rehabilitation services. These services are designed to increase the handicapped individual's ability to function more independently in his/her home, community, or his/her work. Generally, the handicapped person is eligible under Title VII even though no vocational potential is apparent. The hope is that eventually some of these individuals will realize a vocational potential and become eligible for the regular vocational rehabilitation program.

Under this program, grants have been awarded to seven (7) service grantees who will be provided a variety of services such as peer counseling, independent living skills training, self-advocacy, personal adjustment training for visually impaired, etc.

Independent Living Programs are exciting and innovative. We look forward to assessing the impact upon Maine's handicapped.

Planning, Facilities and Needs. The identification of service needs of handicapped persons, their prioritization and the planning of rehabilitation facility services to meet these needs has continued as an ongoing activity through FY '80. As a result, the Bureau has been able to implement facility services through the Federal/State program of grant awards to private non-profit facilities. This has resulted in such representative programs as: continuation of sheltered workshop programs serving the mentally retarded; initiation of two new work training programs, one in agricultural skills and a second in wood harvesting; expansion of two work adjustment training programs and consolidation and improvement of a third; continuation of a program of independent living for spinal cord injured persons; and initiation of a program of personal care assistance. To insure the provision of quality services, the Bureau has developed a *Procedure of Initiation of Vocational Rehabilitation Use of Facility Services;* improved its ability to monitor grants by developing a *Grant Implementation Plan* procedure; initiated work on a comprehensive facility evaluation method; and participated with the Bureaus of Mental Retardation and Resource Development in the development of Inter-Agency Standards for Facility Services.

Disability Determination Services. Disability Determination Services (DDS) are authorized by contract between the Secretary of Health, and Human Services and the Maine Commissioner of Human Services. During FY 80, the Maine State Agency continued to implement the provisions of the contract and to adjudicate all Social Security Disability (Title II) claims and all Supplemental Security Income (Title XVI) claims filed in Maine. The claims continue to be filed at a rate of over 13,800 per year. DDS goals for both quality and quantity are mandated by the Federal Social Security System.

In order to meet the demands of an increasing workload, DDS has stressed staff flexibility and has more fully utilized the word processing equipment and paraprofessional positions. The long- range plan for Disability Services include efforts to obtain adequate personnel and to meet federally required time and quality standards under a new regulatory relationship with the Social Security Administration as established by federal legislation of June, 1980. This legislation also requires a more extensive review of allowed cases. Workloads will increase by at least 15% in FY '81.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,144,387	345,294			1,799,093	
State Share of Retirement	371,770	60,182			311,588	
Prof Service, Not By State	520,670	56,850	37,456		426,364	
Computer Service, By State	30,454	30,454				
Travel Expenses, In-State	83,536	3,494			80,042	
Travel Expense, Out-State	8,291	1,479			6,812	
Operation—State Vehicles	2,697	2,689			8	
Utilities	182,829	91,874			90,955	
Rents	181,854	103,341			78,513	
Repairs	6,027	2,744			3,283	
Insurance	1,005	855			150	
General Operating Expense	99,554	41,360			58,194	
Fuel	322	322				
Other Supplies	7,037	1,574			5,463	
Grants to Pub. & Priv. Orgs.	460,541	60,499	50,634		349,408	
Public Assistance Grants	3,102,500	5,000			3,097,500	
Pensions	10,384	67			10,317	
Equipment Purchases	15,337		8,312		7,025	
Trans. to Gen.-Fund Sta-Cap	25,087		164		24,923	
TOTAL EXPENDITURES	7,254,282	808,078	96,566		6,349,638	

BUREAU OF RESOURCE DEVELOPMENT

PETER E. WALSH, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2971
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308
Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Resource Development, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by Title XX of the Federal Social Security Act. The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX of the Federal Social Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

*Division of Contractual Services:*This unit is responsible for the administration of more than $12,000,000 in State, Federal, and local funds under Title XX and the Priority Social Services Program. The Unit works with private and public agencies seeking to contract with the Department of Human Services to provide services eligible for funding under the above mentioned programs. Within the Unit's responsibility for administration of contractual services is the responsibility for determining priorities for the allocation of limited social services monies, in conjunction with community agencies and groups.

Information and Referral Unit: This unit is responsible for the maintenance of a statewide information and referral system. Its purpose is carried out through Department of Human Services regional offices whose responsibility is the provision of information and referral services in the region. This is done within guidelines provided by central office Information and Referral staff and in consultation with community information and referral task forces.

Adult, Child and Family Services Division: These units are responsible for policy development and interpretation for the Department of Human Services direct services (Child Welfare, Adult Protection and Care). They are responsible for technical assistance to the Human Services regional direct services administration and staff. This includes court services, difficult or unusual case situations and approval of certain regional requests; abortions for committed children, residential treatment, surrender for adoption for a committed child. They, in conjunction with the Assistant Attorney General's office, determines the appropriateness of petitions for guardianship under the Adult Protection Law. They also administer the Interstate Compact on the placement of children.

Licensing Division: This unit is responsible for licensing all children's facilities, and homes for unwed mothers; adult foster home approval; providing consultation, coordination, and technical assistance to regional offices, public and private agencies, other State departments, community groups, and individuals in the areas of licensing and program development; training staff in the area of licensing procedures and methodology; and providing community education and training in the field of child care and development.

Planning and Evaluation Division: This unit is responsible for program evaluation of in-house and purchased services provided by the Bureau and other state agencies. It is responsible for developing a statewide model for evaluation techniques.

Information Services Division: This Unit is responsible for payment of bills to contract provider agencies on a monthly basis. It is the Unit's responsibility for developing and maintaining computer based information systems for purchase of service and for in-house social service programs. It develops a wide range of federal and state reports and works as a support function to other program units.

ORGANIZATION: The Bureau of Resource Development was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities are those formerly assigned to the Department's Office of Resource Development, which was created earlier in 1973 to administer the State's new Priority Social Services Program. During the 1974 transition period, the Office continued to function until the new Bureau became operational near the close of FY 77, and then was disbanded.

The 107th Legislature changed the Bureau's name to the Bureau of Resource Development. A Department-wide administrative reorganization in early 1975 added to the Bureau a Social Services Consultation and Policy Development Unit and assigned to the Bureau many of the Department's research, evaluation and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in July, 1974, enabled the Bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The Bureau was designated in March, 1975, as the Departmental unit responsible for administration and development of Maine's Title XX plan involving in excess of $16,300,000 annually in human services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services.

Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling.

Studies on child abuse and neglect, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability project is already operative, with plans for statewide implementation well developed. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

Information and Referral has long been recognized by the Bureau as an important need for Maine citizens seeking assistance. The Bureau is continuing the development of an information and referral service, administered through Department of Human Services regional offices, which assures that every individual's needs can either be matched with appropriate resources or planned for in the development of new resources.

The Bureau of Resource Development continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

Evaluation and Planning. These functions continue to be growing and vital areas within the Bureau. Public administrators, legislative bodies, and the general public are demanding that funds expended for human services be held accountable for quality, quantity, and impact on clients' lives. The Division of Information Systems is in the process of redesigning the majority of the Bureau's human service reporting activities into one system which can meet the informational needs of program staff, research personnel, and fiscal managers. This unit also has the responsibility for assuring that the process of evaluation and planning functions are coordinated between Bureau, and other state agency staff units.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

LICENSES, PERMITS, ETC.:

- Licensing Unit
  - License:
    - Children's Homes
    - Children's Residences
    - Day Care Centers (for Non-Recurring Clientele)
    - Family Day Care
    - Group Day Care
    - Nursery School
    - Child Placement Agency
  - Approval:
    - Adult Foster Homes

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.
Annual Statewide Child Welfare Services Plan
Refugee Resettlement Plan

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,326,512	256,906	145,456		924,150	
State Share of Retirement	225,867	43,187	25,212		157,468	
Prof Service, Not By State	326,708	39,737	173,522		113,449	
Computer Service, By State	86,615	1,061	66,210		19,344	
Other Prof Serv, By State	39,155	13,970	25,185			
Travel Expenses, In-State	127,956	9,298	40,460		78,198	
Travel Expense, Out-State	4,091	1,490	1,139		1,462	
Operation—State Vehicles	561	30	136		395	
Utilities	30,847	5,060	5,676		20,111	
Rents	7,096	86	6,746		264	
Repairs	566	140	220		206	
Insurance	548				548	
General Operating Expense	199,341	51,485	127,397		20,459	
Other Supplies	24,004	5,410	16,227		2,367	
Grants to Pub. & Priv. Orgs.	15,143,306	3,002,947	2,463,903		9,676,456	
Public Assistance Grants	2,565,666	2,350,292	−52,988		268,362	
Pensions	494	71	20		403	
Equipment Purchases	2,168		2,169		−1	
Trans. to Gen.-Fund Sta-Cap	94,904		28,761		66,143	
TOTAL EXPENDITURES	20,206,405	5,781,170	3,075,451		11,349,784	

BUREAU OF SOCIAL WELFARE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1954 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 446 *Legislative Count:* 509
Organizational Units:
Support Enforcement and Location Unit
Income Maintenance Unit
Work Incentive Program
Quality Control Unit

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Social Welfare are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau administers the Work Incentive Program and supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Social Welfare originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. As the result of Bureau the Departmental reorganization in 1969 and 1974, the Bureau established two major program units—Income Maintenance, Work Incentive—and an Administrative Support Unit. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs.

PROGRAM: The most significant accomplishments of the Bureau of Social Welfare during FY 80 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,569 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the

Federal Government, thirty-four percent by the State Government and sixteen percent by county government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, Education and Welfare, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau of Social Welfare is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately sixty percent State and forty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Work Incentive Program. The Work Incentive Program (WIN) in Central Office is responsible for program direction and supervision, liaison with the Manpower Agency, WIN Program monitoring and evaluation, program administration and liaison with other State agencies. The program is implemented through the Department's regional offices. Its efforts are designed to reduce dependence on welfare. Registration with the WIN program of certain non-exempt individuals is one of the criteria for AFDC eligibility. The program is jointly administered by Maine Employment Security Commission and the Bureau of Social Welfare; Maine Employment Security Commission provides the manpower services, Bureau of Social

Welfare the necessary social and supportive services (i.e., child care). There are projects in all regions. In overall performance the Maine WIN Program rates high in New England according to standards set by the Boston Regional Office.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,275,251	878,563	11,305		2,385,383	
State Share of Retirement	571,730	152,355	2,295		417,080	
Prof Service, Not By State	76,307	26,862	7,368		42,077	
Computer Service, By State	262,661	78,848	38,017		145,796	
Other Prof Serv, By State	4,233	3,938	10		285	
Travel Expenses, In-State	152,687	47,845	6,026		98,816	
Travel Expense, Out-State	6,339	4,100	344		1,895	
Operation—State Vehicles	772	330	8		434	
Utilities	81,527	47,898	1,256		32,373	
Rents	35,944	10,686	3,380		21,878	
Repairs	5,111	1,546	236		3,329	
Insurance	66,037	2,967	5,190		57,880	
General Operating Expense	757,416	365,061	601,858		—209,503	
Other Supplies	65,539	9,574	10,346		45,619	
Highway Materials	69				69	
Grants to Pub. & Priv. Orgs.	63,956	8,306			55,650	
Public Assistance Grants	72,065,337	27,461,185	4,938,845		39,665,307	
Pensions	17,089	8,304	1,158		7,627	
Equipment Purchases	18,194	1,017	4,563		12,614	
Trans. to Gen.-Fund Sta-Cap	84,477		14,182		70,295	
TOTAL EXPENDITURES	77,610,676	29,109,385	5,646,387		42,854,904	

OFFICE OF VITAL STATISTICS

EDSON K. LABRACK, STATE REGISTRAR
MARION B. PERKINS, Supervisor Vital Records

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3181
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of Vital Statistics was established to maintain a state-wide system for the Registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the Registration of Vital Statistics.

ORGANIZATION: The State Registrar is selected by the Commissioner of Human Services in accordance with the standards of education and experience prescribed by the Department of Personnel. The State Registrar may designate an employee of the Office to represent the Office of Vital Statistics.

PROGRAM: Regular functions of the Office include management of the State Vital Statistics system and the preparation of various statistical records concerning the programs of the department. In the 1979-80 fiscal year this division continued to provide vital statistics to the general public, furnished magnetic tapes and microfilm records of vital statistics to the National Center for Health Statistics under contract and published the 1978 Annual Vital Statistics report and Population Estimates by minor civil division by age group for 7/1/78.

In addition, the Division completed numerous reports, including quality control reports and other reports required by the Federal Government; and completed data collection on a 1979 study on the characteristics of AFDC recipients.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $138,931.93 in FY 80 and are, by administrative decision, included with those of Department of Human Services.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM: The Commission's program has several aspects.

Discrimination Complaints. During fiscal year 79-80 347 new complaints were filed with the Maine Human Rights Commission. In addition, 392 were carried over from the previous fiscal year. During fiscal year 80 the Commission closed 383 cases, leaving a total of 356 cases active at year end.

Of the total number of cases closed (383), 150 resulted in predetermination settlements; 65 were administratively dismissed; and, 168 resulted in Commission determinations. Of the Commission determinations, there were 65 reasonable grounds findings and 103 no reasonable grounds findings. Perhaps the most significant statistic was that in over 50% of the cases closed by the Commission, they were closed as a result of pre-determination settlements. Coupled with this increased effort to resolve cases prior to a finding, complainants received over $72,915 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year 80 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine. Twelve cases were filed in Superior Court on behalf of the Commission during fiscal year 80.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition, public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Revenue Sharing in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on employers of duplicative investigation. In addition, the Commission has worked closely and cooperatively with the state's affirmative action officer, and affirmative action officers throughout state government, Commissioners of major departments of state government, as well as Associated Industries of Maine, the Maine Teachers Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

Guidelines for Eliminating Stereotyping in Curriculum Materials—
  Secondary, Elementary
Procedural Regulations
Employment Regulations
Resources for Affirmative Action
Affirmative Action—Who Needs It?
Employment Poster
Pre-Employment Inquiry Brochure
Pregnancy Brochure

Report to Governor Kenneth M. Curtis on Conditions in Migrant Blueberry Camps (August 1974)

Report to the Maine Human Rights Commission from Citizens' Blueberry Task Force On-Site Visit (August 1975)

Maine Human Rights Commission Report of Public Hearings on Education Held April 19, 20, 21, 22, 1977 (Orono-Portland)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	150,801	56,037			94,764	
State Share of Retirement	24,794	9,178			15,616	
Prof Service, Not By State	2,417	1,531	232		654	
Travel Expenses, In-State	18,990	12,881	363		5,746	
Travel Expense, Out-State	1,579	925	250		404	
Utilities	7,843	4,634	2		3,207	
Rents	4,258	1,778	60		2,420	
Repairs	355	272	83			
Insurance	27	27				
General Operating Expense	7,474	4,981	907		1,586	
Food	133		133			
Other Supplies	853	469	242		142	
Pensions	90	90				
Equipment Purchases	398	398				
Trans. to Gen.-Fund Sta-Cap	9,949		23		9,926	
TOTAL EXPENDITURES	229,961	93,201	2,295		134,465	

DEPARTMENT OF INDIAN AFFAIRS

CHARLES W. RHYNARD, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2831
Mail Address: Statehouse Sta. #89, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 11; *Unit:* 165; *Citation:* 22 M.R.S.A., Sect. 4702

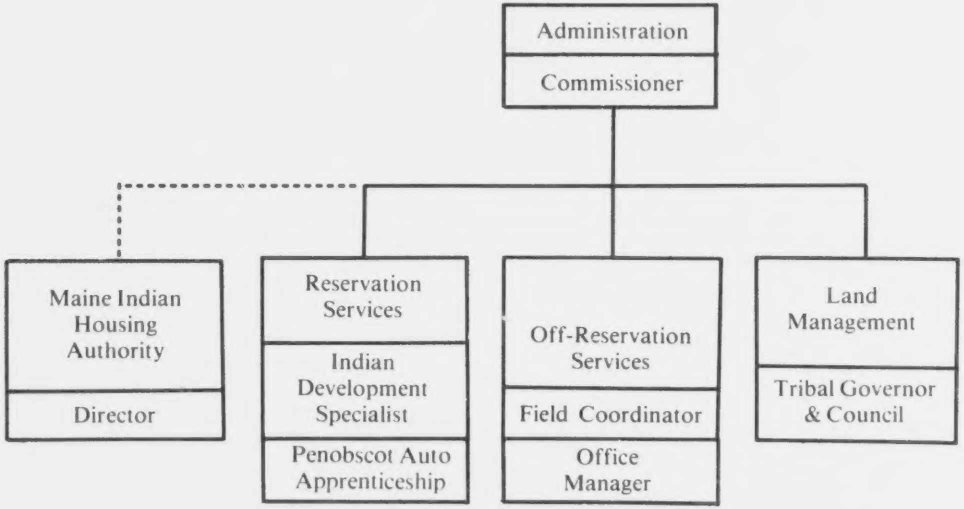
Average Count—All Positions: 12 *Legislative Count:* 12

Organizational Units:
Minor Repair Program
Off-Reservation Office
Land Management Unit
Maine Indian Housing Authorities

PURPOSE: The Department of Indian Affairs was established to assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine. The 108th Legislature promulgated legislation which made it necessary for this Department to establish standards of eligibility based upon need and to define the amount and kind of assistance to be furnished to eligible persons. The Department is authorized to exercise general supervision over the Indian tribes in Maine; to administer welfare, health planning and research, and maintain fiscal and general records; to oversee tribal elections, and collect tribal census data from tribal clerks; and to provide financial and technical assistance to the Indian Housing Authorities; and to serve as advocate for the Maine tribes. The One Hundred and Ninth Legislature enacted legislation, in settlement of the Maine Indian Land Claims, that would repeal most of the Indian Laws in the Maine Statutes. When such legislation becomes effective (after passage of companion Federal Legislation) the Department of Indian Affairs will no longer be in existence. From a practical point of view, the Department of Indian Affairs will cease operations at the end of business June 30, 1980. An office of Transitional Indian Services has been established for the period July 1, 1980 to January 31, 1981 to handle the transitional needs of the Indian people in the area of off-reservation services and assistance to the three reservations.

ORGANIZATION: The Department of Indian Affairs originated in the appointment of Agents for the Penobscot and Passamaquoddy Indians in 1821 by the Governor. The agents were responsible for the care and management of property for the use and benefit of the Indians. In 1929, responsibility for supervision of the Indian tribes was transferred to the Office of the Forest Commissioner, and in 1933, again transferred to the Department of Health and Welfare. The law which had created the agents for Penobscot and Passamaquoddy Indians was

ORGANIZATION CHART
DEPARTMENT OF INDIAN AFFAIRS


Administration
Commissioner
Maine Indian Housing Authority
Director
Reservation Services
Indian Development Specialist
Penobscot Auto Apprenticeship
Off-Reservation Services
Field Coordinator
Office Manager
Land Management
Tribal Governor & Council

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF INDIAN AFFAIRS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	125,661	117,242			8,419	
State Share of Retirement	17,473	16,142			1,331	
Prof Service, Not By State	38,080	38,080				
Travel Expenses, In-State	17,570	17,570				
Travel Expense, Out-State	3,009	3,009				
Utilities	54,619	54,619				
Rents	4,865	4,865				
Repairs	28,465	28,465				
Insurance	77	77				
General Operating Expense	9,357	9,357				
Other Supplies	10,564	8,078	1,104		1,382	
Grants to Pub. & Priv. Orgs.	56,031	31,773	7,554		16,704	
Public Assistance Grants	520,548	512,252			8,296	
Trans. to Gen.-Fund Sta-Cap	501		9		492	
TOTAL EXPENDITURES	886,820	841,529	8,667		36,624	

repealed in 1953, and a new Division of Indian Affairs was created within the Department of Health and Welfare. All duties and powers given the Commissioner of Health and Welfare relating to Indians, except education and care for destitute Indians not belonging to a tribe or reservation, were transferred in 1965 to the Department of Indian Affairs, created to exercise general supervision over the Indian tribes.

PROGRAM: The Department of Indian Affairs in the past year continued to stress to Maine's three Indian communities the need to start taking some of the responsibilities for running their own programs. The Department has provided assistance in the development and administration of the following programs:

On-Reservation Services. The major portion of the Department's resources are directed toward services for residents of the three state reservations. These services include general assistance for individuals as well as assistance with overall tribal wide services: e.g. water, fire protection, street lights, sewage, business development, and management development, and tribal gardens.

On-Reservation Programs. At the Penobscot Reservation an Automotive Apprenticeship Program was developed to assist "unemployables" in obtaining the basic skills for automobile repair as well as assisting in the development of good working habits, remedial reading, arithmetic and basic studies as well as assistance to participants in obtaining their G.E.D. diploma. This program was greatly assisted by the encouragement of the Governor's office as well as funding from the State Employment Training Council and the Automotive Apprenticeship Training Program for the Disadvantaged and Handicapped.

Off-Reservation Services. Some funds were provided to encourage and run summer programs at the two Passamaquoddy reservations, Central Maine Indian Association and the Indian Summer Camp in Aroostook County run by the Association of Aroostook Indians and the Quebec-Laboratory Foundation.

Off-Reservation Office. This Office has been utilizing all resources available on the State and county levels for the benefit of Indians. The Office has made progress in obtaining decent housing for the migrant workers in Aroostook County, and has assisted the Association of Aroostook Indians in getting federal funds for an alocholism program and CETA program through State agencies. Similar cooperation is developing with the Central Maine Indian Association. A field coordinator travels extensively throughout Maine to assist and encourage Indian people who do not live on a reservation. A basket making instruction and training program was established.

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN EDUCATION

EDWARD DiCENSO, SUPERINTENDENT
ELLIOTT MITCHELL, Business Manager

Central Office: River Road, Calais *Telephone:* 454-2126
Mail Address: P.O. Box 412, Calais, Maine 04619
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 999A; *Citation:* 22 M.R.S.A., Sect 4719
Average Count—All Positions: 70 *Legislative Count:* 0

Organizational Units:
- Indian Island School Committee
- Indian Township School Committee
- Pleasant Point School Committee
- Office of the Superintendent
- Maine Indian Education Council

PURPOSE: The primary goal of Maine Indian Education is to provide approximately 476 Indian children on the reservations with a basic education, including grades Early Childhood through grade twelve.

Approximately 342 students attend the elementary schools on the reservations at Indian Island, Indian Township, and Pleasant Point. The rest of the students are tuitioned to adjacent high schools and junior high schools.

Included in the basic education for Indian youngsters is instruction in Indian culture, customs, and language.

ORGANIZATION: Originally Indian education was conducted by the Sisters of Mercy of the Catholic Religion who are still dominantly involved at the present time. For a period of time, Indian Education was the responsibility of the State—Governor and Council, the Department of Forestry and Wildlife, Health and Welfare. Currently, the responsibility rests within the Department of Educational and Cultural Services.

In 1967 the State Department of Education employed an Indian Education Specialist to direct Indian education from Augusta. The Maine Legislature in 1969 passed a bill providing Indian control of the school budget and election of a superintendent via elected school committee members. A superintendent's office was opened in Calais. Thus, the nucleus of a local, Indian-governed school administrative staff was created to direct Maine Indian Education. Now, the central office is the seat of the fiscal management, administration, school lunch service, and several program direction functions.

A school committee of five people are popularly elected on each reservation to determine policies for directing school functions.

PROGRAM: The Early Childhood Program at all three schools includes three, four, and five year old children, where social development and gross and fine motor development are central to the learning function.

The education program between Early Childhood and secondary school is mainly concerned with basic education in reading, writing, and arithmetic, with a great deal of attention given to individual children in self-contained classrooms. A variety of teaching methods are incorporated into the instructional program at each reservation school.

At the Indian Township School a Title VII Bi-Lingual program is operational where Indian stories and legends have been published in the Passamaquoddy language. A few of the books include both English and the Passamaquoddy text. A dictionary is also in development.

Other programs found in the reservation schools include Special Education, Remedial Reading, tutoring, and counseling. The counselors work with children in school, and with students seeking scholarship assistance to attend post-high school programs. They also coordinate services for students tuitioned to high schools, with problems related to attendance and dropout.

On each of the reservation schools, a breakfast and lunch program exists, insuring the balanced, nutritional needs of the children.

At the Indian Island School, junior high school students are tuitioned to the Old Town system. On each of the reservations, the secondary students are tuitioned to schools off the reservations.

The Administrative Office, located at Calais, Maine, performs all fiscal matters concerned with the three schools, as well as maintenance of flow-through funds for several programs, such as scholarship funds awarded by the Indian scholarship committee. Federal Indian Education Act funds, and Arts and Humanities grants. School Committee meetings are held once per month, and joint school committee meetings are held four times per year.

ENROLLMENT

On-Reservation:	Based on 10/1/79 Census			
Elementary K-8	67	152	89	308
Total On-reservation	67	152	89	308
Tuitioned:				
Elementary K-8	20		1	21
Secondary	23	48	37	108
Spec. Ed.	2		2	4
Total Tuitioned	45	48	40	133
TOTAL ENROLLMENT	112	200	129	441

STAFF DATA

Employees:						
Teachers			5	16	10	31
Teacher's Aides			4	6	5	15
Support Staff	6		5	8	6	25
CETA Trainees		1				1
TOTAL EMPLOYEES	6	1	14	30	21	72

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Funds Available	*Supt's Office*	*Aroos.*	*Indian Island*	*Pleasant Point*	*Indian Township*	*Total*
State Appropriations:						
General Operations	87,231		194,123	267,023	223,823	772,200
Building Repairs			6,800	8,300	9,100	24,200
Total State	87,231		200,923	275,323	232,923	796,400
Federal:						
Ind. Ed. Act Title IVA			12,784	18,818	14,747	46,349
School Lunch Sub.			21,000	37,000	20,000	78,000
ESEA Title I			1,057	2,481	2,027	5,565
Title XX Early Childhood/Day Care	4,796			14,799	7,856	27,451
Rent-Title XX EC/DC	1,800			4,100	4,700	10,600
Title VII Bil. Ed.					73,332	73,332
ESEA Title IVB/Lib.			616	957	745	2,318
ESEA Title IVC/Ind. Pride	45,000					45,000
PL874/Impacted Area Fund			70,000	115,000	100,936	285,936
CETA Program		5,000				5,000
Spec Ed. Local Ent.			1,440	2,880	9,600	13,920
Johnson O'Malley			20,573	25,635	24,745	70,953
Johnson O'Malley Carry-over			11,937	25,740	15,823	53,500
Total Federal	51,596	5,000	139,407	247,410	274,511	717,924
TOTAL ALL SOURCES	138,827	5,000	340,330	522,733	507,434	1,514,324

INDIAN HOUSING MORTGAGE INSURANCE COMMITTEE

JAMES C. PITNEY, JR., STAFF ATTORNEY, MAINE STATE HOUSING AUTHORITY

Central Office: 320 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: June, 1979 *Sunset Termination Scheduled to Start By:* July 1, 1980
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 427; *Citation:* 30 M.R.S.A., Sect. 4786

PURPOSE: By statute, the Maine State Housing Authority shall not make any contract or commitment of mortgage insurance without the approval of a majority of the Indian Housing Mortgage Insurance Committee.

Pursuant to PL 1979, c. 570, §1, the statute establishing the Committee and its powers was repealed on July 1, 1980. PL 1979, c. 732, §21 and 22, reestablishing the Committee and its powers becomes effective, pursuant to PL 1929, c. 732, §31, only upon the enactment of legislation by the United States extinguishing aboriginal land claims and derivative claims of Indians in Maine and discharging all claims in pending litigation brought by the United States against the State on behalf of the Passamaquoddy Tribe and the Penobscot Nation, providing funds for the Passamaquoddy Tribe, the Penobscot Nation and the Houlton Band of Maliseet Indians for such extinguishment, and ratifying and approving an Act to Implement the Maine Indian Claims Settlement without modifications.

ORGANIZATION: Pursuant to PL 1979, c. 732, §21, if and when effective, the Indian Housing Mortgage Insurance Committee will consist of the Treasurer of State, the Director of the Maine State Housing Authority, the Commissioner of Finance and Administration and one person from the Passamaquoddy Tribe and one person from the Penobscot Nation to be chosen by the respective tribe or nation.

PROGRAM: The Committee was not active in fiscal year 1980.

LICENSES, PERMITS, ETC.:

Certificate of Insurance for Indian Housing Mortgage Insurance are subject to approval by the Committee.

PUBLICATIONS:

Indian Housing Mortgage Insurance Program Regulations

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
J. WILLIAM PEPPARD, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1880 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 1951
Average Count—All Positions: 300 *Legislative Count:* 329

Organizational Units:

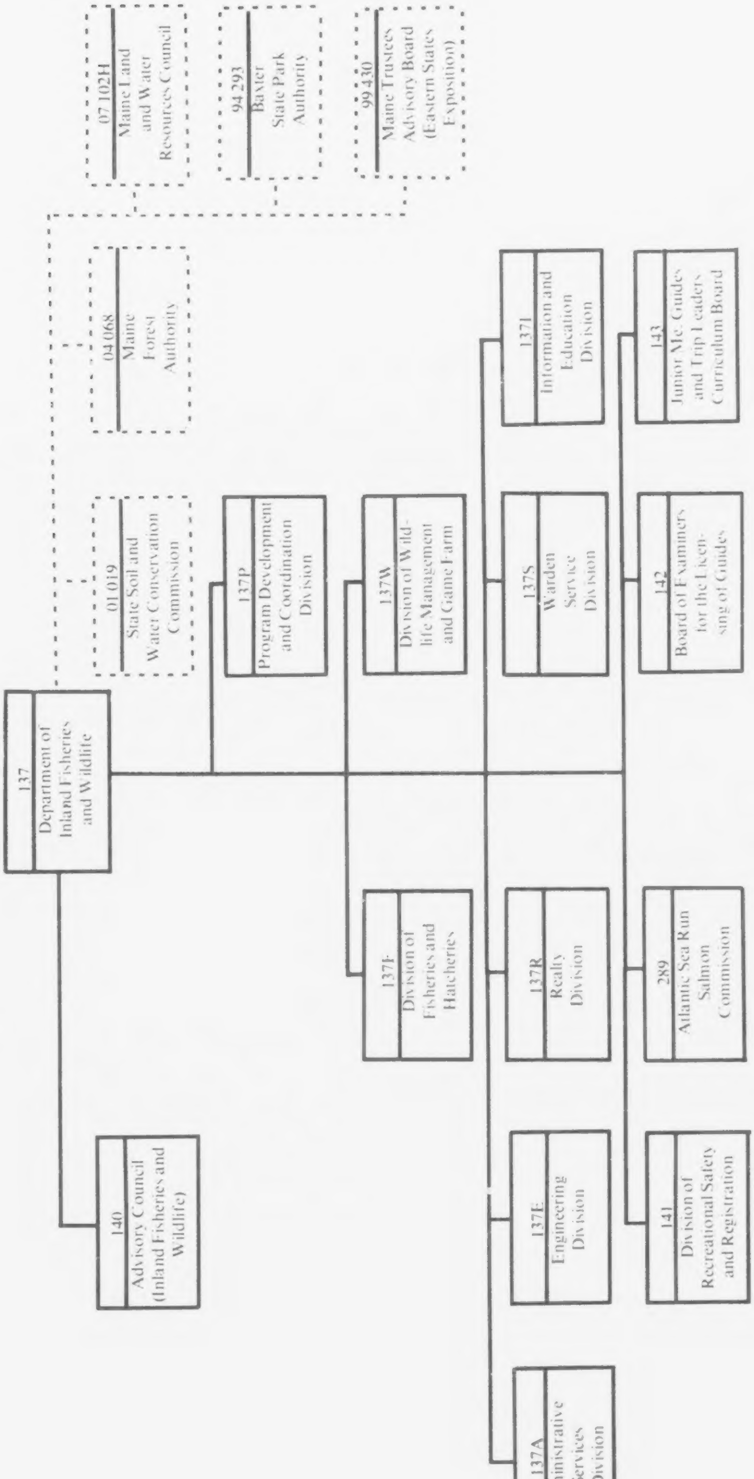
- Administration Division
- Planning and Coordination Division
- Information and Education Division
- Engineering Division
- Realty Division
- Fishery Management Division
- Wildlife Management Division
- Warden Service
- Division of Recreational Safety and Registration
- Junior Guide Examining Board
- Advisory Council (Inland Fisheries & Wildlife)
- Atlantic Sea Run Salmon Commission

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land in Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, provided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Planning and Coordination (1968); Snowmobile Registration, more recently Snowmobile Safety (1969); and Realty (1970). In 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. Effective October 1, 1975, the Department was renamed Department of Inland Fisheries and Wildlife.

PROGRAM: The Department administers a variety of programs concerned with the management of the State's inland fisheries and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to sup-

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09


137
Department of Inland Fisheries and Wildlife
140
Advisory Council (Inland Fisheries and Wildlife)
01 019
State Soil and Water Conservation Commission
04 068
Maine Forest Authority
07 102H
Maine Land and Water Resources Council
94 293
Baxter State Park Authority
99 430
Maine Trustees Advisory Board (Eastern States Exposition)
137P
Program Development and Coordination Division
137W
Division of Wildlife Management and Game Farm
137F
Division of Fisheries and Hatcheries
137I
Information and Education Division
137S
Warden Service Division
137R
Realty Division
137E
Engineering Division
137A
Administrative Services Division
143
Junior Me. Guides and Trip Leaders Curriculum Board
142
Board of Examiners for the Licensing of Guides
289
Atlantic Sea Run Salmon Commission
141
Division of Recreational Safety and Registration

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80 DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,854,673	69,081	3,745,634		1,039,958	
State Share of Retirement	1,255,615	12,306	1,078,052		165,257	
Prof Service, Not By State	99,577	881	41,768		56,928	
Computer Service, By State	68,467	3,244	46,786		18,437	
Other Prof Serv, By State	158,006	1,203	131,623		25,180	
Travel Expenses, In-State	115,296	3,905	68,572		42,819	
Travel Expense, Out-State	10,964	181	6,009		4,774	
Operation--State Vehicles	618,564	5,971	554,300		58,293	
Utilities	162,322	8,370	136,741		17,211	
Rents	137,296	86,005	19,217		32,074	
Repairs	77,469	630	69,452		7,387	
Insurance	8,087	11	7,623		453	
General Operating Expense	272,291	309	218,999		52,983	
Food	62,296		56,258		6,038	
Fuel	70,425	1,793	68,465		167	
Other Supplies	202,574	3,509	158,648		40,417	
Highway Materials			—74		74	
Grants to Local Govts.	9,756		9,756			
Misc. Grants to Individual	2,164		2,164			
Pensions	44,940	392	44,548			
Land and Land Rights	278,812		40			278,772
Buildings & Improvements	52,796	76	52,720			
Equipment Purchases	256,168	—6	229,060		27,114	
Structures & Improvements	3,928		3,928			
Trans. to Gen.-Fund Sta-Cap	81,354	253	75,508		5,593	
TOTAL EXPENDITURES	8,903,840	198,114	6,825,797		1,601,157	278,772

port the development of sound regulatory recommendations.

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws, and regulations; to teach identification and habits of wildlife; to teach the responsibilities due to landowners, fish, and wildlife; and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

The Department is also responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

LICENSES, PERMITS, ETC.:

- Office of Commissioner
  - License:
    - Fishing & Hunting—Complimentary—Holders Medal of Honor
    - Junior Guide
    - Importation of Wild Birds and Animals
    - Stocking of State Waters
  - Permit:
    - Stream Alteration
    - Breeders of Menagerie (Moose, Caribou & Bear)
    - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
  - License:
    - Falconry

- Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control

License Clerk in Town or City

- License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
- Stamp:
    - Atlantic Salmon—Resident
    - Pheasant

License Agent

- License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
- Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant

Augusta Office License Clerk

- License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide
    - Indian Hunting, Fishing, Trapping and Archery
    - Live Bait Dealer
    - Roadside Menagerie
    - License to Sell Inland Fish
    - License to Sell Live Smelts
    - Taxidermist
    - Trapping
    - Fishing & Hunting Complimentary—Disabled
    - Fishing & Hunting—Paraplegics, Reciprocity Other States
    - Hunting—Non-resident
    - Fishing—Non-resident
    - Snowmobile Registration
- Permit:
    - Camp Trip Leader
    - Fishing for Patients of Nursing Homes
- Miscellaneous:
    - Game Bird Seal
    - Pheasant Wing Bands
    - Pheasant Importation Wing Bands
    - Atlantic Salmon Stamp—Non-resident
    - Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)

Maine Fish and Wildlife Magazine—published quarterly—cost $3.50 annually within the United States and $4.50 outside the United States.

Lake Surveys $.50 per copy.

Publications Catalogue (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	4,586,205		3,621,394		964,811	
State Share of Retirement	1,220,183		1,056,956		163,227	
Prof Service, Not By State	94,285		39,477		54,808	
Computer Service, By State	32,428		13,991		18,437	
Other Prof Serv, By State	156,740		131,560		25,180	
Travel Expenses, In-State	114,002		68,089		45,913	
Travel Expense, Out-State	10,146		5,372		4,774	
Operation—State Vehicles	611,594		554,300		57,294	
Utilities	159,230	7,655	134,396		17,179	
Rents	137,081	85,800	19,207		32,074	
Repairs	75,287		68,103		7,184	
Insurance	8,066		7,613		453	
General Operating Expense	219,550		167,645		51,905	
Food	62,296		56,258		6,038	
Fuel	68,632		68,465		167	
Other Supplies	198,063		157,792		40,271	
Highway Materials			—74		74	
Grants to Local Govts.	9,756		9,756			
Misc. Grants to Individual	2,164		2,164			
Pensions	44,494		44,494			
Land and Land Rights	278,812		40			278,772
Buildings & Improvements	52,720		52,720			
Equipment Purchases	256,168		229,060		27,108	
Structures & Improvements	3,928		3,928			
Trans. to Gen.-Fund Sta-Cap	78,485		72,822		5,663	
TOTAL EXPENDITURES	8,480,315	93,455	6,585,528		1,522,560	278,772

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: 34 Idaho Avenue, Bangor, Maine; *Floor:* 1 *Telephone:* 947-8627
Mail Address: 34 Idaho Avenue, Bangor, Maine 04401

Established: 1947 *Sunset Termination Scheduled to start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251

Average Count—All Positions: 6 *Legislative Count:* 6

Organizational Units:
Research Committee
Two Regional Offices—Bangor, Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, Salmo salar, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

In May of 1980 the U.S. Fish and Wildlife Service notified the signatories of their desire to rewrite the existing agreement. At the close of the fiscal year a draft submitted for discussion had not been acted upon by the signatories.

The Memorandum of Agreement establishes a Research Committee composed of appointed representatives of the signatory parties. The representatives are charged with the responsibilities of reviewing, approving and making recommendations to the Commission for research, management, and restoration of Atlantic salmon in the State of Maine. The Agreement further establishes the headquarters of the Commission at the University of Maine and commits the signatory agencies to assist the U.S. Fish and Wildlife Service in the preparation of a regional restoration and management plan for Atlantic salmon in New England.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Wildlife as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

PROGRAM: The Atlantic Sea Run Salmon Commission, operating under a cooperative agreement, assists national, regional, and state agencies in coordinating projects concerning Atlantic salmon. Highlights of the past year's activities are as follows:

Salmon Fishing. The 1979 season catches were less than those of the preceding year. Total rod catches were approximately one-half of those recorded in 1978. On the Penobscot about 150 salmon had been caught by anglers when the season was declared closed on August 13. This closure was in reaction to reports of small or reduced runs on both sides of the Atlantic and the public sentiment expressed in favor of protecting the salmon.

Final recorded rod catches for the 1979 fishery in the downeast streams were as follows: Narraguagus 58 fish, Pleasant 5, Machias 65, East Machias 25, and Dennys 11.

Trapping facilities constructed in 1978 permit a complete count of ascending fish on the Penobscot River. During 1979, Commission personnel trapped and tagged 792 salmon and the total run was estimated to be in excess of 1,000 fish.

During the early months of the 1980 fishing season the salmon runs in Maine rivers were providing near record catches. On the Dennys the rod catch record of 132 fish set in 1959 was threatened as 127 fish had been angled by June 30. On the Penobscot the old rod record of 354 fish established in 1926, and exceeded by a few fish in 1978, was surpassed early in the season and at the close of the fiscal year on June 30, the rod catch stood at 674.

Early indications are that the 1980 salmon runs to Maine rivers, expressed as a combined rod and trap catch total, will exceed all previous figures recorded by this Commission. The publicity generated by the 1980 salmon fishing season has been both national and international in scope.

Regulations. Regulations were revised and issued during the 1979 open season. Following the early closure (to permit increased spawning escapement) hearings were held and the following rules and regulations were issued to govern the 1980 season: The season opened May 1 in all rivers; A one-fish daily limit was imposed, and the use of a gaff to land Atlantic Salmon was prohibited in the internal waters of the State.

Fish Culture. In 1979 approximately 30 percent of the fish entering the Penobscot were taken for brood stock. The remainder were released to spawn naturally in headwater areas of the river. A few salmon again entered the Kennebec River and some were taken at the mouth of Bond Brook for brood stock at the federal hatcheries. During November, 1979, over 1.2 million eggs were taken from the above sources to assist the restoration program. Brood stock mortalities were reduced from 15% in 1978 to 10% in 1979 through the use of chemotherapy.

During the spring of 1980 the rivers of Maine were stocked with 680,000 smolts reared at the U.S. Fish & Wildlife Service facilities at Craig Brook and Green Lake.

The disease problems that have plagued production facilities are now under control. However, until the water treatment facilities currently under construction at Craig Brook National Fish Hatchery are completed and placed in operation, the production from this hatchery will remain at or below the 50 percent level.

Eggs and fish were supplied to the Connecticut and Merrimac River programs in a continuing effort to assist the New England Salmon Restoration Program.

A new program directed toward rejuvenation of post-spawned salmon (kelts) was initiated with the University of Rhode Island. Fifty-eight salmon that had received chemotherapy were transferred to Rhode Island following spawning. These fish were placed in sea water at the University and 6 months later many of these fish were eating, had resumed growth, and early indications are that viable eggs will be obtained from them during the fall of 1980.

Miscellaneous. During 1979-80 Commission personnel reviewed draft plans for salmon restoration to the Merrimac River and the Connecticut River Considerable time was spent on preparation of individual river management plans for the State of Maine. Work was initiated on a new federal aid project that would encompass much of the work of this Commission. First draft of final report covering Penobscot River Restoration Program for the period 1969 through 1979 completed. Numerous talks and programs were presented to educational and fraternal associations throughout the state. Commission personnel continue to serve as advisors to several international, national, and regional organizations interested in salmon management and restoration.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 707, Section 7152. Such stamp shall be issued for use to fish for Atlantic salmon in the same manner as a regular license to fish, except that said stamp shall be in addition to a regular license to fish in this State. Resident stamp $1.00 and non-resident $15.00.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regions, 1980, (No cost).

Reprints and technical publications available from Department of Inland Fisheries and Wildlife, moderate fee and postage requested; contact Information and Education Division for publications catalog.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,108	69,081			16,027	
State Share of Retirement	14,336	12,306			2,030	
Prof Service, Not By State	5,292	881	2,291		2,120	
Computer Service, By State	3,244	3,244				
Other Prof Serv, By State	1,203	1,203				
Travel Expenses, In-State	913	3,905	102		—3,094	
Travel Expense, Out-State	181	181				
Operation—State Vehicles	6,970	5,971			999	
Utilities	747	715			32	
Rents	205	205				
Repairs	1,578	630	745		203	
Insurance	11	11				
General Operating Expense	1,570	309	183		1,078	
Fuel	1,793	1,793				
Other Supplies	3,830	3,509	175		146	
Pensions	446	392	54			
Buildings & Improvements	76	76				
Equipment Purchases		—6			6	
Trans. to Gen.-Fund Sta-Cap	245	253	62		—70	
TOTAL EXPENDITURES	127,748	104,659	3,612		19,477	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-2871
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1945 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303.
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews camp trip leaders' safety course curriculum, and certifies candidates for camp trip leader permits.

ORGANIZATION: The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members, one member of which was a Maine camp director. The board serves without compensation for 3 years or until successors are appointed.

PROGRAM: In April, 1979, the Legislature passed Public Law 151 which repealed the Junior Guide Examining Board and created the Junior Maine Guide and Trip Leader's Curriculum Board.

Appointments to this board were made early in 1980, and six meetings were held, with regular meetings slated for the future, at least quarterly.

Pursuant to 12 MRSA, sections 7302 and 7303, a program was established whereby candidates for camp trip leader permits can be tested to ascertain fitness to lead minors in field situations of more than two days and one night duration. Further screening processes were formulated to certify candidates for trip leader safety course instructor positions, and a curriculum outline was formulated (instructors have the option to adopt our curriculum or send in their own for certification).

At the close of each summer (camping season), the board meets for an annual review of the program's mechanics. Other meetings will be held quarterly, or at the call of the chairman.

A curriculum was also adopted for testing of candidates for Junior Maine Guide certification.

LICENSES, PERMITS, ETC.:

Maine Camp Trip Leader Permit—fee: $10 (annually)
renewal: $5 (annually)

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 2053
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Board of Examiners for the Licensing of Guides met eight (8) times in FY 80.

Approximately seventy-six (76) applicants were interviewed by the Board and of these applicants sixty-seven (67) (61 Resident Guide Licenses and 6 Non-Resident Guide Licenses) persons were approved for guide licenses.

LICENSES, PERMITS, ETC.:

Resident Guide License
Nonresident Guide License
Alien Guide License

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

RODNEY W. ROSS, CHAIRMAN
GEORGE E. PRENTISS, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 1955

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife of changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses not to exceed $2,500 for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters nine times during FY 80.

FINANCES, FISCAL YEAR 1980: Title 12, #1955 provides that expenditures of this unit, which amounted to $3,960.52 in FY 80, shall be borne by the Department of Inland Fisheries and Wildlife.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION

GLENN H. MANUEL, COMMISSIONER
LORENZO J. GAUDREAU, Director

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2766
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1963 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 141; *Citation:* 12 M.R.S.A., Sect. 7791

Average Count—All Positions: 20 *Legislative Count:* 10

PURPOSE: The Division of Recreational Safety and Registration was established to ensure the safety of persons and property through regulation of the use and operation of watercraft and snowmobiles and for conducting safety programs for hunters, snowmobilers, and boat operators throughout the State of Maine. The Division is authorized to require the registration of watercraft, snowmobiles, and airmobiles. It regulates watercraft in harmony with the Federal Boat Safety Act of 1971; safety equipment for boats and snowmobiles; the size of motors used on motorboats on internal waters; and mandatory reporting requirements on boating, snowmobiling, and hunting accidents. The Division also issues licenses to operators of boats used to carry passengers for hire, Commercial Whitewater Outfitters and issues permits to conduct races and regattas on state waters.

ORGANIZATION: The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the commissioners of Inland Fisheries and Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters, and by the Public Utilities Commission where commercial uses were involved. Organization of the Division brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974. The Division of Snowmobile Registration was established in 1969 as a division of the Department of Inland Fisheries & Game and was administratively combined with the safety section in August of 1973. The Division was renamed the Division of Snowmobile Safety and Registration. In September of 1976, the Division of Watercraft Registration and Safety was combined with the Division of Snowmobile Safety and Registration and became the Division of Recreational Safety and Registration.

PROGRAM: The divisions' objectives are to register boats, snowmobiles, and airmobiles in order to identify users, regulate their operation by coordinating with law enforcement officials, and promote safe responsible participation in hunting, boating, and snowmobiling. The hunting and snowmobiling safety programs have been successful in drastically reducing accidents and fatalities. The division last year keyed in on boating safety. During the 1978 calendar year there were 24 fatalities involving recreational boating and 11 were non-residents. The great majority of the accidents were while using canoes and small open motorboats during the spring and fall when the water is very cold. Pamphlets geared to sportsmen and small boats were widely distributed state-wide at the turnpike toll booths. The pamphlets were also used in the one hour boating safety segment of the hunter safety program. These efforts helped reduce recreational boating fatalities from 24 in 1978 to 12 for the 1979 calendar year. The cost of the Volunteer Hunter Safety Program is totally refunded by the Pittman Robinson federal funds. The Volunteer Safety Instructors, when giving safety courses, also teach respect for the rights of property owners, conservation of our resources, and familiarization with the various laws and regulations. During the 1979-80 fiscal year, 2,900 students were certified in hunting safety, and 1,000 students were certified in snowmobile safety. Over 50 presentations were given to approximately 7,000 students in schools and summer camps on boating and snowmobiling safety. The Division registered 51,023 boats; issued 905 duplicate registrations, 123 dealer certificates, and 332 operator licenses; and granted 23 permits for races and regattas. The Division also registered 40,869 snowmobiles and issued 297 dealer certificates and 68 duplicate certificates.

The Director held 4 public hearings covering requests to limit the horsepower of motorboats on inland waters, and attended many meetings and conferences with the U.S. Coast Guard, the U.S. Power Squadrons, and others with boating and snowmobiling interests.

A film library is maintained and films, safety literature, and materials covering hunting, boating, and snowmobiling are mailed to the public.

LICENSES, PERMITS, ETC.:

License:
- Commercial Whitewater Outfitters
- Motorboat Operator License
  (To carry passengers for hire in inland waters)

Permit:
- Watercraft Races & Regattas on Inland Waters

Registration:
- Motorboat
- Snowmobile

PUBLICATIONS:
- Watercraft Laws (free)
- Sportsmen and Small Boats (free)
- Snowmobile Laws (free)
- About Boating Safety (free)
- You Alone in the Maine Woods (free)
- Hunter Safety Student Manual (free)
- Snowmobile Safety Student Manual (free)
- Numerous Boating Safety Pamphlets—(U.S. Coast Guard—free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	183,360		124,240		59,120	
State Share of Retirement	21,096		21,096			
Computer Service, By State	32,795		32,795			
Other Prof Serv, By State	63		63			
Travel Expenses, In-State	381		381			
Travel Expense, Out-State	637		637			
Utilities	2,345		2,345			
Rents	10		10			
Repairs	604		604			
Insurance	10		10			
General Operating Expense	51,171		51,171			
Other Supplies	681		681			
Trans. to Gen.-Fund Sta-Cap	2,624		2,624			
TOTAL EXPENDITURES	295,777		236,657		59,120	

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRMAN OF BOARD
LEO H. TROSS, Vice Chairman
PAUL M. GULKO, Executive Secretary

Central Office: 400 Congress Street, Portland *Telephone:* 775-5621
Mail Address: 3 Center Plaza, Boston, Mass. 02108 (617)742-0370
Established: 1970 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: 11 Tall Pines, Cape Elizabeth *Telephone:* 774-8214
Mail Address: 11 Tall Pines, Cape Elizabeth, Maine 04107
Established: 1971 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 286; *Citation:* 1971 P & SL, Chap 131
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

GEORGE N. CAMPBELL, JR., COMMISSIONER OF TRANSPORTATION

Central Office: 46 Old Post Road, Kittery *Telephone:* 207-439-4128
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801
Established: 1936-37 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18
Average Count--All Positions: 15 *Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

FINANCES, FISCAL YEAR 1980: The State accounting records for FY 80 do not contain any accounts assigned to this unit.

NEW ENGLAND INTERSTATE PLANNING COMMISSION

ALLEN G. PEASE, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State St., Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 98; *Unit:* 394; *Citation:* 10 M.R.S.A., Sect. 304
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono *Telephone:* 581-7603
Mail Address: 162 College Avenue, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1980 State Government Internship Program placed thirty (30) Maine college students in twenty (20) state agencies for a period of ten weeks, beginning June 2.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly slary of $150. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1980 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor with the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

Education Component. The educational component, designed with input from the interns consisted of these four sessions: 1. Career Opportunities in State Government; 2. Dialogue with key State government leaders concerning current problems facing state government; 3. Intern Group Session to exchange information with each other on their work assignments; 4. Blaine House tour and reception, meeting with Advisory Committee, and presentation of certificates by Governor Brennan.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
Maine State Government Internship Program, Summer 1980—annual report
All publications available upon request—no charge

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $9,742.73 (Administrative Costs) in FY 80 and are, by administrative decision, included with those of the (Office of) the Governor.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the units of State Government within that Department.

ORGANIZATION: Until signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and, therefore, Maine's court system was a part of the Massachusetts court system.

In 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits. The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. On July 1, 1978, the Administrative Court was added to the Judicial Department. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

PROGRAM: The program of the Judicial Department follows:

Facilities. An in-depth analysis of court facilities was completed in 1979 by consultants to a court committee headed by Justice James P. Archibald of the Supreme Judicial Court.

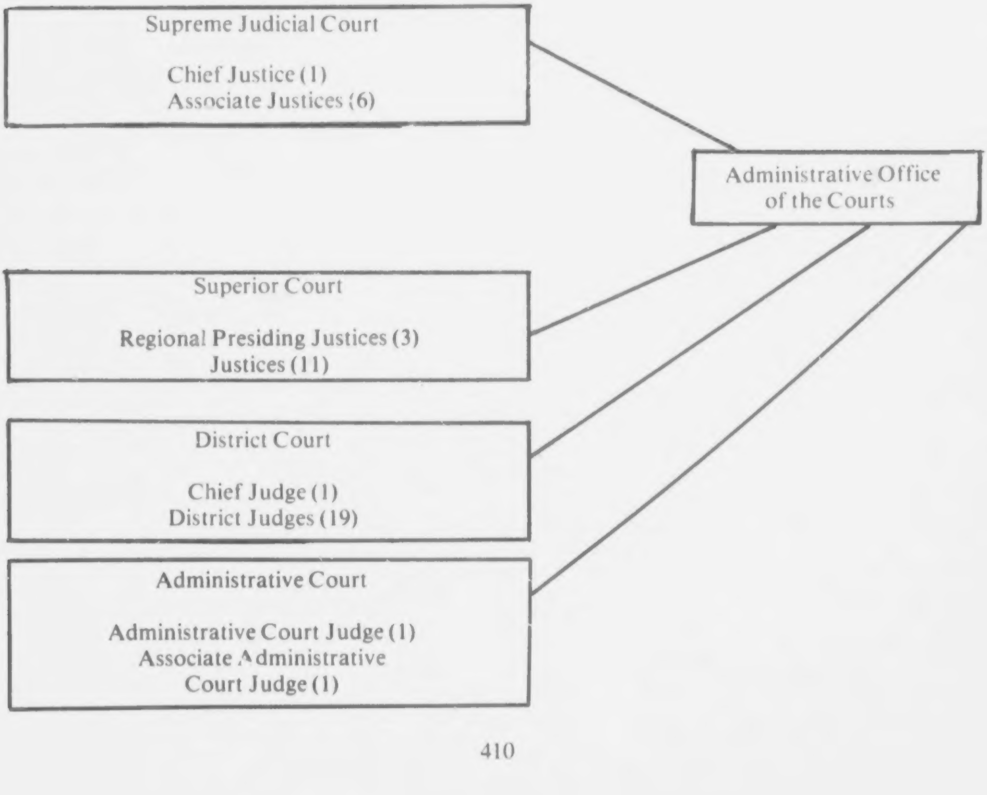
On July 20, 1979, Governor Joseph E. Brennan, at the request of Chief Justice Vincent L. McKusick, appointed a Select Commission on Court Facilities. Its twelve members, representing a cross-section of affected interests, adopted the findings of the Archibald Committee as to need, estimated the cost of accomplishing the seven most critical projects at $12 million, proposed general obligation bonds of the State for funding that cost, recommended close coordination between the Bureau of Public Improvements and the Judicial Department in addressing the problems of court facilities, and urged that funding of a statewide court system should be from the State General Fund or other State sources.

In partial implementation of the Commission's recommendations, two bills were submitted in the Second Session of the 109th Legislature. Legislative Document No. 1985, a resolve for a constitutional amendment authorizing three successive bond issues in the total amount of $12 million, won approval in amended form, authorizing a single issue of $4 million, subject to referendum on November 4, 1980. A companion bill, Legislative Document No. 1983, failed of passage. It would have phased out the payment by the counties to the State general fund for support of the courts and phased in state responsibility for the operating expenses of those portions of county buildings occupied by the Superior and Supreme Judicial Courts.

County Law Library Study. During 1979, the Advisory Committee on County law Libraries chaired by Active Associate Justice Thomas E. Delahanty continued work on reorganization and improvement of the county law library system under a grant from the Maine Criminal Justice Planning and Assistance Agency. The report of the consultant hired by the Committee to review current library structure and inventories was received early in the year. With the assistance of Penelope Hazelton, librarian at the University of Maine Law

Judge Vincent L. McKusick
Chief Justice
of the Superior Court

ORGANIZATION CHART
MAINE COURT SYSTEM


Supreme Judicial Court
Chief Justice (1)
Associate Justices (6)
Administrative Office of the Courts
Superior Court
Regional Presiding Justices (3)
Justices (11)
District Court
Chief Judge (1)
District Judges (19)
Administrative Court
Administrative Court Judge (1)
Associate Administrative Court Judge (1)

CONSOLIDATED FINANCIAL CHART FOR FY 80
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,020,501	3,986,686	7,980		25,835	
State Share of Retirement	468,670	464,343			4,327	
Prof Service, Not By State	1,179,425	1,141,336	18,039		20,650	
Computer Service, By State	7,487	7,487				
Other Prof Serv, By State	65,685	65,685				
Travel Expenses, In-State	229,650	225,029	3,953		668	
Travel Expense, Out-State	13,198	9,643	297		3,258	
Operation—State Vehicles	22	22				
Utilities	187,759	187,301	376		82	
Rents	423,451	423,443	8			
Repairs	18,087	18,087				
Insurance	130	130				
General Operating Expense	2,036,091	2,016,343	9,219		10,529	
Fuel	7,205	7,205				
Other Supplies	160,040	156,538	693		2,809	
Grants to Pub. & Priv. Orgs.	148,688	148,688				
Public Assistance Grants	6,001	4,176			1,825	
Misc. Grants to Individual	120	120				
Pensions	633,479	633,479				
Buildings & Improvements	14,361	5,364	8,997			
Equipment Purchases	67,615	64,897	2,147		571	
Trans. to Gen.-Fund Sta-Cap	1,798		532		1,266	
TOTAL EXPENDITURES	9,689,463	9,566,002	52,241		71,220	

School, the Committee developed preliminary individual recommendations for the county law libraries based upon the consultant's findings. The final complete recommendations are expected to be made to the Chief Justice sometime in 1980 along with proposed legislation.

Also during 1979, the 109th Legislature made a supplemental appropriation of $25,000 to the Judicial Department to be spent at the discretion of the libraries. With the assistance of the Administrative Office of the Courts, the Committee quantified the unpaid obligations of the county law libraries, and dispersed the funds equitably among them for the purpose of reducing the identified obligations.

Judicial Education. The Judicial Department continued its existing policy of actively promoting judicial education through funds provided by the Maine Criminal Justice Planning and Assistance Agency. Maine judges attended the following seminars:

(1) Three District Court judges, and one Administrative Court judge attended a General Jurisdiction Court Seminar at the National Judicial College.

(2) One Administrative Court judge attended an Administrative Law Seminar at the National Judicial College.

(3) One Superior Court justice attended a Civil Litigation Seminar at the National Judicial College.

(4) One Superior Court justice and three District Court judges attended the Seventh Annual New England Judicial Conference.

(5) One District Court judge attended the 1979 Annual Meeting of the American Bar Association.

(6) One District Court judge attended a seminar sponsored by the National Council of Juvenile and Family Court Judges.

(7) One Supreme Judicial justice attended the American Bar Association Appellate Judges Seminar.

Advisory Committee on Court Management and Policy. The Advisory Committee on Court Management and Policy, consisting of one Associate Justice of the Supreme Judicial

Court as Chairman, two Justices of the Superior Court, the Chief Judge of the District Court and one additional District Court judge, has continued its work throughout 1979 in the area of court planning. An in-depth study of the small claims process was completed and specific recommendations have been made to the Supreme Judicial Court. In addition, a thorough revision of the Small Claims Act has been submitted to the Legislature for its consideration. A study of the judges' pension plan was also completed. In 1979 the committee has undertaken studies of the bail system as well as the grand jury system, and has in addition studied the problem of delay in the first court appearance of incarcerated persons.

Judicial Department Committees. There are 14 functional committees within the Judicial Department. The purpose of these committees is to assist the Chief Justice, the Supreme Judicial Court and the Chief Judge of the District Court in carrying out their respective responsibilities.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,012,521	3,986,686			25,835	
State Share of Retirement	468,670	464,343			4,327	
Prof Service, Not By State	1,166,743	1,141,336	5,357		20,050	
Computer Service, By State	7,487	7,487				
Other Prof Serv, By State	65,685	65,685				
Travel Expenses, In-State	225,853	225,029	156		668	
Travel Expense, Out-State	12,901	9,643			3,258	
Operation—State Vehicles	22	22				
Utilities	187,383	187,301			82	
Rents	423,451	423,443	8			
Repairs	18,087	18,087				
Insurance	130	130				
General Operating Expense	2,026,938	2,016,343	66		10,529	
Fuel	7,205	7,205				
Other Supplies	159,850	156,538	503		2,809	
Grants to Pub. & Priv. Orgs.	148,688	148,688				
Public Assistance Grants	6,001	4,176			1,825	
Misc. Grants to Individual	120	120				
Pensions	633,479	633,479				
Buildings & Improvements	14,361	5,364	8,997			
Equipment Purchases	67,615	64,897	2,147		571	
Trans. to Gen.-Fund Sta-Cap	1,415		149		1,266	
TOTAL EXPENDITURES	9,654,605	9,566,002	17,383		71,220	

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 773-1035
Mail Address: Box 7260, Portland, Maine 04112
Established: 1963
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 5 M.R.S.A., Sect. 2401
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has "..exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

A limited statistical reporting system was developed for the Administrative Court during July, 1978.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $137,752 in FY 80 and are, by administrative decision, included with those of the Judicial Department.

ADMINISTRATIVE OFFICE OF THE COURTS

JOHN P. DUFFY, STATE COURT ADMINISTRATOR

Central Office: 66 Pearl Street, Portland *Telephone:* 775-1500
Mail Address: Box 4820 DTS, Portland, Maine 04112
Established: 1975
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for non-judicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Regional Court Administrators (5); Fiscal Director; Accountant; Accounting Clerk (2); and Secretary.

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Personnel System. A major revision of the Personnel System Manual of the Judicial Department was undertaken in 1979 and continued well into 1980. Publication and use of the revised manual will follow approval of new materials that address the evaluation of employee performance.

A grant from the Maine Criminal Justice Planning and Assistance Agency was awarded during 1979 to provide a personnel and education officer, with special responsibility for the Department's more than 250 classified employees. Delay in final federal funding prevented actual recruitment of this officer until 1980.

The Appeal Board for the court personnel system was established in 1976, pursuant to the Maine Court System Policies and Procedures Manual promulgated by the Supreme Judicial Court. The Board is comprised of three judges, two clerks of court, an official court reporter and a regional court administrator. During 1979, the Board sustained one appeal that had been pending at the end of 1978. Another appeal, initiated in 1979, was still pending at year-end, but denied two months later.

Legislature. During 1979, the Administrative Office of the Courts continued to provide information to individual legislators, the Joint Standing Committees and the Legislative Finance Office. Included were fiscal impact statements, budget information, statistical information, court procedure information, information on the structure and operation of the court system and various analyses.

Investigate Complaints. Every complaint addressed to the Administrative Office is investigated and a response made. In the area of public service, this is a very important function for the Administrative Office of the Courts.

Non-Judicial Training. One training session for all District and Superior Court clerks was held on August 16, 1979 in Bangor. This session was conducted by Personnel Consultant William Richards with the assistance of the regional administrators and State Court Administrator, and was devoted solely to the implementation of the new personnel evaluation system. The funding for the session was received from the Maine Criminal Justice Planning and Assistance Agency.

Maintain Liaison. The Administrative Office of the Courts continues to maintain active working relationships with many Executive Branch agencies and the legislature. Pursuant to a change in policy by the Law Enforcement Assistance Administration, the Chief Justice, one Superior Court justice and the State Court Administrator serve on the Board of the Maine Criminal Justice Planning and Assistance Agency.

Within the court system, members of the Administrative Office of the Courts' staff are in constant contact with justices, judges, court reporters and clerks' office staff, in order to assist in improving court system operations wherever possible.

Trial Court Administration. During the spring and summer of 1979, the Advisory Committee on Court Management and Policy studied the structure of regional court administration in the state. The regional system at that time consisted of four regional court administrators who worked with three regional presiding justices, and had responsibilities in both the District and Superior Courts. After careful study and review, the Committee recommended that the number of administrators be increased to five, and that their functions be separated by court; three administrators would be responsible only for the Superior Court, while two administrators would supervise District Court operations. These recommendations were adopted by the Supreme Judicial Court and were implemented in October, 1979.

In 1977, the Chief Justice and the Chief Judge of the District Court joined the monthly meetings of the Regional Presiding Justices of the Superior Court, the State Court Administrator and the Regional Court Administrators. The monthly meetings now encompass all trial court operations and their purpose is to discuss trial court operation problems, seek internal solutions to those problems and direct implementation of the course of action determined by the group.

The Administration team meets as required with the Advisory Committee on Court Administration headed by Charles H. Abbott, Esq. In addition, the group meets with staff of the Department of Mental Health and Corrections, court reporters and others involved with court operations to address and resolve the problems raised.

Court Forms Committees. The Superior Court Civil Forms Committee completed its review of all civil forms, and 20 revised forms were printed and distributed to all Superior Courts. The only civil forms not reissued during 1979 were URESA forms, drafts of which have been prepared for issuance during 1980.

During 1979, the Superior Court Criminal Forms Committee, revised and reissued forms relating to mental health examinations and commitments.

The District Court Civil Forms Committee prepared a new set of forms, which should be printed and distributed during 1980.

The District Court Criminal Forms Committee reviewed and revised 25 criminal forms, 5 of which are pending, while 20 have been printed and distributed.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1980: 4 MRSA, Section 16 provides that expenditures of this unit, which amounted to $282,082 in FY 80, shall be borne by the Judicial Department and are, therefore, included in its financial display.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

SUMNER T. BERNSTEIN, CHAIRMAN, SECRETARY AND TREASURER

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330
Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

	July 77		Feb. 78		July 78		Feb. 79		July 79		Feb. 80	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	146	15	34	5	139	13	45	10	136	13	45	14
Number passing exam	140	15	19	4	122	10	30	9	91	8	26	13

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;

and the

4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:

Certificate:
Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	($5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	7,980		7,980			
Prof Service, Not By State	12,682		12,682			
Travel Expenses, In-State	3,797		3,797			
Travel Expense, Out-State	297		297			
Utilities	376		376			
General Operating Expense	9,153		9,153			
Other Supplies	190		190			
Trans. to Gen.-Fund Sta-Cap	383		383			
TOTAL EXPENDITURES	34,858		34,858			

DISTRICT COURT FOR THE STATE OF MAINE

NICHOLAS W. DANTON, CHIEF JUDGE

Central Office: Butler St., Springvale *Telephone:* 324-9292
Mail Address: Box 95, Springvale, Maine 04083

Established: 1961

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $20,000. The District Court is the small claims court (for cases involving less than $800) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases.

There are 20 judges of the District Court: the Chief Judge, who is appointed by the Chief Justice of the Supreme Judicial Court, five judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

PROGRAM:

District Court Statistical Reporting System. Owing to budget and staff limitations, the District Court statistical reporting system remains a completely manual system. The information submitted monthly by court clerks details filings and dispositions, and is tabulated by Administrative Office of the Courts staff. It is anticipated that the District Court system will be further refined during 1980.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163(3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court....". Monies in this fund are carried forward from year to year.

The balance forwarded from fiscal year 1978 was $97,779. The addition of $36,000 for fiscal year 1979 brought the total available funds to $133,779. Of this amount, $128,246 was spent during the year for major renovations at the Calais and Bath District Courts, for a new roof on the Springvale District Court, and miscellaneous smaller items, leaving a year-end balance of $5,533.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $4,061,209 in FY 80 and are, by administrative decision, included with those of the Judicial Department.

SUPERIOR COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4820 DTS, Portland, Maine 04112
Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. The Superior Court is the Supreme Court of Probate and, therefore, is the first appeal court for probate cases. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 14 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. For administrative purposes, the State is divided into three regions, and the Chief Justice appoints a Regional Presiding Justice for each region.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: The Superior Court statistical reporting system, established in 1977, was further refined during 1979. The major focus during 1979 was to improve the overall accuracy of the information submitted by court clerks. In addition, several meetings were held with Central Computer Services staff to resolve problems arising in the system, minor changes were made in the 12 reporting programs, and the reporting programs began production on a quarterly basis for use for caseflow management.

FINANCES, FISCAL YEAR 1980: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $4,093,794 in FY 80 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 775-5851
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court, is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals of decisions of certain administrative agencies, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to sit in the Superior Court to hear non-jury civil actions, except divorce or annulment of marriage. In addition, a single justice handles post conviction habeas corpus and both admission to the bar and bar disciplinary proceedings.

The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law and on solemn occasions when requested by the Governor, Senate or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Court determines the number, time and places of its terms depending on the volume of cases. Usually, the Court sits in Portland.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: The highest court of Maine, the court of last resort in determining questions of Maine law, is the Supreme Judicial Court. It is the only court created by the State Constitution; all other courts are established by statute. (M.R.S.A. Const. Art. VI, §1) When sitting to determine questions of law arising in civil actions or criminal trials and proceedings in lower courts, the Supreme Judicial Court is referred to as the "Law Court." When sitting as a trial court or conducting hearings, the Court is called the Supreme Judicial Court.

Sitting as an "Appellate Division," three Justices of the Supreme Judicial Court hear appeals of criminal sentences of one year or more. The time and places of holding the eight sessions of the Law Court are determined by the Chief Justice, and announced before December 1st of each year.

Judicial Conference of Maine. The First Judicial Conference was held on May 8-10 in Rockport. Pursuant to 4 M.R.S.A. §471, all members of the Conference attended the meeting in that all Maine judges convened to advise and consult with the Supreme Judicial Court and the Chief Justice.

LICENSES, PERMITS, ETC.:

Admission to Practice—Attorney At Law, 4 M.R.S.A. Section 801

FINANCES, FISCAL YEAR 1980: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $944,462 in FY 80, shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
PETER J. RUBIN, Executive Secretary

Central Office: 1 Monument Square, Portland *Telephone:* 774-6291
Mail Address: 1 Monument Square, Portland, Maine 04111
Established: 1935 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice's Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laymen, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. At the present time, the Council is concerned with the problem of the jurisdiction of the courts, with ways in which to reduce court costs and delay, and with the increasingly pressing problem of court facilities.

The Judicial Council has frequently prepared legislation to implement reforms and has appeared before legislative committees in an informational capacity in support of this legislation and in connection with other legislation affecting the courts.

PUBLICATIONS: Biennial Report of the Judicial Council for years 1973-74, published, spring of 1975. Copies are available from the State Library without charge.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $6,822 in FY 80 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE TO MONITOR IMPLEMENTATION OF THE JUVENILE CODE

MICHAEL SAUCIER, CHAIRMAN
MARY G. O'CONNELL, JUVENILE JUSTICE SPECIALIST

Central Office: 11 Parkwood Drive, Augusta *Telephone:* 289-3361
Mail Address: Statehouse Sta. #88, Augusta, Maine 04333

Established: 1979 *Sunset Termination Scheduled to Start by:* September 30, 1981

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 410; *Citation:* 15 M.R.S.A., Sect. 3601

PURPOSE: The Committee was created for the purpose of continuous review and monitoring of the implementation of the newly-revised Maine Juvenile Code to ensure that (1) the code achieves its goals as mandated by the Legislature, and that (2) the necessary changes are brought to the attention of the Governor, the Legislature, and the implementing departments.

ORGANIZATION: On June 6, 1979, the 109th Legislature established, by emergency legislation, the Committee to Monitor Implementation of the Juvenile Code. Appointments to the Committee, including the chairman, shall be made by the Governor, except that there shall be 2 representatives from the Legislature on the Committee, one appointed by the President of the Senate and one appointed by the Speaker of the House of Representatives. Insofar as possible, membership on the committee shall include representation from the Department of Human Services, the Department of Mental Health and Corrections, the Maine Criminal Justice Planning and Assistance, the Office of Court Administrator, Maine Police Chief's Association, one representative of county sheriffs, Department of Attorney General, one representative of defense attorneys, one representative of district attorneys, a representative of the public schools, representatives of three local nonprofit agencies serving youth, and two representatives from the Juvenile Justice Advisory Group to the Maine Criminal Justice Planning and Assistance Agency.

All members of the Committee shall be appointed for a term of one year and/or until their successors are appointed and qualified. Any vacancy on the Committee shall be filled for the remainder of the unexpired term. Members shall receive no compensation but shall receive actual necessary travel expenses for attendance at meetings of the Committee.

PROGRAM: The Committee is to review and examine sections of the Revised Statutes outside of the Maine Juvenile Code which pertain to the juvenile law and to draft proposed amendments to those sections. In addition, the Committee shall report to the Governor and the Legislature, at least annually and prior to the beginning of each legislative session, its recommendations for both legislative and executive action. A full report on the activities of this newly-created committee will be available for FY 81.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

LAND CLASSIFICATION APPEALS BOARD

JAMES P. NORRIS, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A. Sect 841B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law or the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve in an advisory capacity as a non-voting member and chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, are currently serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed thirteen (13) cases during FY 80.

FINANCES, FISCAL YEAR 1980: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $600 in FY 80, shall be borne by the Bureau of Taxation, the Department of Conservation, and the Department of Agriculture, and are, therefore, included in their financial display.

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
GEORGE A. MAYO, Director, Property Tax Division

Central Office: State Office Bldg., *Floor:* 5 *Telephone:* 289-2011
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 338; *Citation:* 36 M.R.S.A., Sect. 584
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

ORGANIZATION: The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

PROGRAM: During FY 80, the Council met in February and defined its working relationship with the State Tax Assessor and the Bureau of Taxation. The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

FINANCES, FISCAL YEAR 1980: 36, MRSA, Sections 584 and 297 provides that expenditures of this unit, which amounted to $150 in FY 80, shall be borne by the Bureau of Taxation and are, therefore, included in its financial display.

LEGISLATURE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta; *Floor:* 3
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Telephone: Senate 289-3604
House 289-3384

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Legislative Count: 23

Organizational Units:
Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
(Office of) Legislative Finance Officer
Law and Legislative Reference Library

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section 1

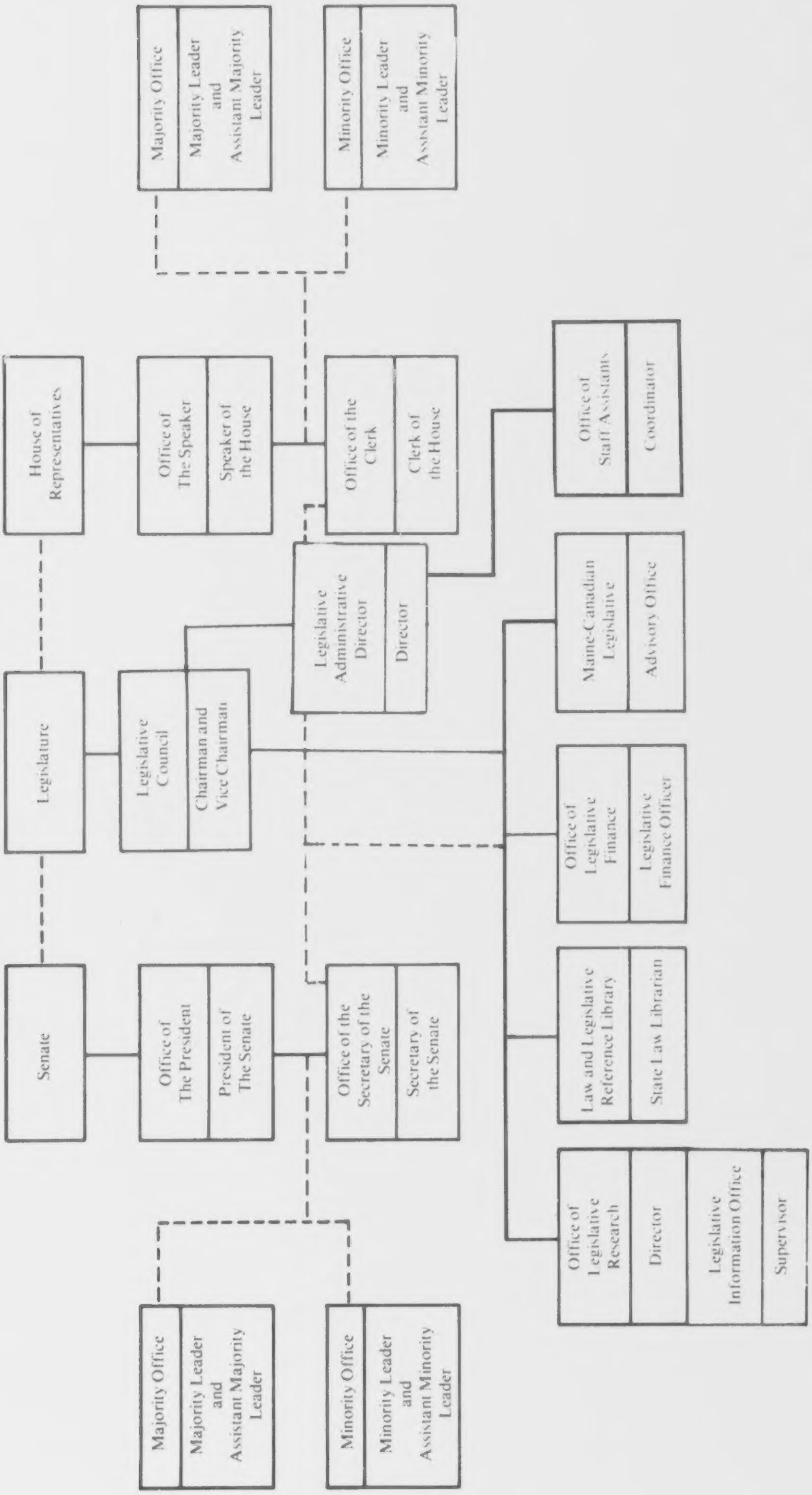
ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement. For the sake of brevity and to avoid unnecessary publishing costs, the following functions which have been inactive or are temporary in nature have not been included in the report:

Commission on Intergovernmental Relations 3 MRSA §271
Study on Decommissioning Nuclear Generating Facilities P&SL 1977, c. 59
Study of the Maine Retirement System P&SL 1979, c. 63
Study Commission on Ground Water Protection P&SL 1979, c. 43
Office of Constituent Services 3 MRSA §169

Joseph Sewall
President of the Senate

John Martin
Speaker of the House of Representatives

ORGANIZATION CHART
MAINE STATE LEGISLATURE


House of Representatives
Office of The Speaker
Speaker of the House
Office of the Clerk
Clerk of the House
Majority Office
Majority Leader and Assistant Majority Leader
Minority Office
Minority Leader and Assistant Minority Leader
Legislature
Legislative Council
Chairman and Vice Chairman
Legislative Administrative Director
Director
Office of Staff Assistants
Coordinator
Maine-Canadian Legislative Advisory Office
Office of Legislative Finance
Legislative Finance Officer
Law and Legislative Reference Library
State Law Librarian
Office of Legislative Research
Director
Legislative Information Office
Supervisor
Senate
Office of The President
President of The Senate
Office of the Secretary of the Senate
Secretary of the Senate
Majority Office
Majority Leader and Assistant Majority Leader
Minority Office
Minority Leader and Assistant Minority Leader

CONSOLIDATED FINANCIAL CHART FOR FY 80
LEGISLATURE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,652,029	1,652,029				
State Share of Retirement	261,517	261,517				
Prof Service, Not By State	80,691	80,691				
Other Prof Serv, By State	70,913	70,913				
Travel Expenses, In-State	421,978	421,978				
Travel Expense, Out-State	64,527	64,527				
Utilities	120,136	120,136				
Rents	13,808	13,808				
Repairs	45,457	45,457				
Insurance	393	393				
General Operating Expense	674,205	674,205				
Other Supplies	63,795	63,795				
Grants to Pub. & Priv. Orgs.	48,420	48,420				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	8,697	8,697				
TOTAL EXPENDITURES	3,563,766	3,563,766				

PROGRAM: The 109th Legislature met in the second regular session from January 2, 1980 to April 3, 1980. The Constitution of Maine provides that the business of the second regular session of the Legislature shall be limited to "...budgetary matters; legislation in the Governor's call; legislation of an emergency nature admitted by the Legislature; legislation referred to committees for study and report by the Legislature in the first regular session; and legislation presented to the Legislature by written petition of the electors under the provisions of Article IV, Part Third, Section 18."

During this session the Legislature considered 353 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. Among these were bills on subjects such as hazardous waste, agricultural reorganization, human services programs, transportation programs, sunset review of various agencies and various housekeeping measures. The Legislature also considered 373 proposed amendments to various legislative documents. Two hundred and ninety-nine joint orders and resolutions were introduced during the session.

The second regular session enacted 163 public laws, 48 private and special laws, 26 resolves and 3 constitutional resolutions.

The 109th Legislature met in special session on three different occasions to consider legislation submitted by the Governor.

PUBLICATIONS:

109th Legislature, State of Maine: 1979 Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

SENATOR RICHARD H. PIERCE, CHAIRMAN
REPRESENTATIVE JAMES E. TIERNEY, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-2101
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 109th Legislature 14, 18, 21, 24, 26, 27, 28, 35 and 39. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and lastly to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the House of Representatives and the Senate.

ORGANIZATION: The Legislative Council, established in 1973, consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senators are the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

PROGRAM: During FY 80, the Legislative Council held 14 formal meetings. Among the matters dealt with at these meetings were: acceptance and referral of study reports by joint standing and select committees; approval or disapproval of committee per diem and travel requests; coordination of the efforts of the various legislative staff agencies; monitoring of the State's revenues and expenditures, and energy supplies and state conservation plans.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,317,925	1,317,925				
State Share of Retirement	205,677	205,677				
Prof Service, Not By State	13,646	13,646				
Other Prof Serv, By State	70,913	70,913				
Travel Expenses, In-State	420,876	420,876				
Travel Expense, Out-State	55,225	55,225				
Utilities	113,382	113,382				
Rents	10,795	10,795				
Repairs	44,832	44,832				
Insurance	393	393				
General Operating Expense	369,733	369,733				
Other Supplies	24,333	24,333				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	6,054	6,054				
TOTAL EXPENDITURES	2,690,984	2,690,984				

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta, *Floor:* 3 *Telephone:* 289-2866
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 109th Maine Legislature on Wednesday, January 3, 1979. During the session it considered 1,687 legislative documents and 273 House-sponsored Joint Orders. House members submitted 734 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the first regular session on June 15, 1979 after meeting for 101 legislative days.

The second regular session of the 109th Maine Legislature was convened on Wednesday, January 2, 1980. During this session 349 legislative documents and 178 House-sponsored Joint Orders were considered. House members submitted 237 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session. The House adjourned from the second regular session on April 3, 1980 after meeting for 53 legislative days.

The 110th Maine Legislature will be convened on Wednesday, December 3, 1980.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special session). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge.

Weekly Legislative Calendar—(published weekly when the Legislature is not in session). Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at no charge.

House Roster and Seating Arrangement—(published annually). Edited by Clerk of the House. Lists all home and capitol addresses and phones of members of the House. Contains photos of House members and sources of information on the legislative process. Available to the public at no charge.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
MAY M. ROSS, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-3601
Incoming WATS—SESSION ONLY—1-800-452-4601
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333
Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part Sec.
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate may originate all bills except bills for the raising of revenue (Maine Constitution, Article IV, Part Third, Section 9) and may amend bills for the raising of revenues providing that the amendment is not in fact used to introduce a new bill for the raising of revenue.

The Senate is the upper House of the Maine Legislature and passed bills are usually acted upon by the Senate last before they are sent to the Governor.

The Senate, by the Constitution of Maine, Article IV, Part Second, Section 7, has the sole power to try all impeachments under the Constitution of the State of Maine.

The Senate is the sole judge of the qualifications of its own members, determines its own rules for Senate proceedings, may alone punish its own members, keeps a journal of its proceedings and has the power to imprison persons who are not Senators for contempt.

By Constitutional Resolution, passed during the regular session of the 107th Legislature and adopted by the people in November, 1975, the Senate is the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional Body has remained constant in its form of organization since its establishment in 1820.

The Senate consists of no less than 31 nor more than 35 members, each one elected from a Senatorial District for a term of 2 years with no limitation upon the number of terms which a Senator can serve. A Senator must be a citizen of the United States for at least 5 years prior to his election, be a resident of Maine for at least one year prior to his election, be a resident of his Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

The Constitution of Maine requires that the Senate be reapportioned every 10 years, by the Senate itself, or if the Senate fails to act within the required time, by the Supreme Judicial Court. The Supreme Judicial Court in March, 1972, reapportioned the Senate.

The Senate elects a President, who presides over its proceedings, a Secretary, and an Assistant Secretary of the Senate. The individual political parties in the Senate elect their own leaders and assistant leaders. By statute, (3 MRSA 168), the leadership of the Senate is permitted to hire its own assistants.

PROGRAM: The First Special Session of the 109th Maine Legislature convened on October 4, 1979, in compliance with a Proclamation by the Honorable Joseph E. Brennan, Governor of the State of Maine. During this session there were introduced into the Senate 2 proposed acts, 6 joint orders and 1 proposed amendment. The Senate considered a total of 3 legislative documents. The Senate approved Joint Standing Committee recommendations to confirm the nomination of one person to the Employment Security Commission and one to the Liquor Commission. The Honorable Joseph Sewall, President of the Senate, declared the Senate adjourned sine die at 7:37 p.m. on Friday, October 5, 1979.

In compliance with a Proclamation of His Excellency, Governor Joseph E. Brennan, the Senate convened for a Second Special Session on October 10, 1979. During this session there were introduced into the Senate 1 joint order and 1 proposed amendment. The Senate considered 1 legislative document. The Honorable Joseph Sewall, President of the Senate of Maine, declared the Senate adjourned sine die at 4:20 p.m. on Thursday, October 11, 1979.

The Second Senate Confirmation Session was held on December 7, 1979. The Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a member of the Board of Environmental Protection, a consumer member of the Health Facilities Cost Review Board, a member of the Marine Resources Advisory Council and a member of the University of Maine Board of Trustees.

The Senate of the 109th Maine Legislature convened for its Second Regular Session on Wednesday, January 2, 1980. During this session there were introduced into the Senate 62 acts, 4 resolves, 1 constitutional resolution, 76 joint orders, and 2 joint resolutions. The Senate considered a total of 349 legislative documents, including 1 initiated bill. While in Second Regular Session, the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: three Judges to the District Court, three people to the Board of Education, one person to the Board of Environmental Protection, one person to the Maine Guarantee Authority, a Commissioner of the Department of Mental Health and Corrections, two people to the Labor Relations Board, three people to the Land Use Regulation Commission, one member of the Board of Trustees of the Maine Maritime Academy, three Judges to the Superior Court, an Active Retired Justice of the Supreme Judicial Court, a Supreme Court Justice, and two people to the Workers' Compensation Commission. The Legislature was in session a total of 53 days. The Honorable Joseph Sewall, President of the 109th Maine Senate, declared the Senate adjourned sine die at 7:45 p.m. on Thursday, April 3, 1980.

The Third Special Session convened on May 22, 1980, in compliance with the Proclamation of His Excellency, the Governor. During this session there were introduced into the Senate 1 act, 2 joint orders and 5 proposed amendments. The Senate considered a total of 5 legislative documents. Approved during this session were Joint Standing Committee recommendations to confirm the nominations of one person to serve on the Inland Fisheries and Wildlife Advisory Council, two people to the Land Use Regulation Commission, one person to the Labor Relations Board, two people to serve on the Board of Trustees of the Maine Maritime Academy, a Commissioner of the Department of Transportation and one person to serve on the Board of Trustees of the University of Maine. The Honorable Joseph Sewall, President of the Senate of Maine, declared the Senate adjourned sine die at 10:19 p.m. on Thursday, May 22, 1980.

PUBLICATIONS:

Senate Advance Journal and Calender (Daily; Free)

Legislative Public Hearing Schedule (Weekly; Free)

Legislative Record (Horseblanket); (Daily; Free)

Senate and House Register (Biennially; Free; lists Legislators; Senate, House and Joint Rules; Committees; Staff; and Press; and includes the Constitution of Maine)

Maine State House and Maine Senate Chamber (Free)

"How a Bill Becomes a Law" (Free—printed in conjunction with the League of Women Voters)

"This is Your Legislature" (Free—printed in conjunction with the League of Women Voters)

Presidents of the Senate of Maine from 1820 ($12.00 and $6.00, plus postage)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE
RONALD LORD, EXECUTIVE SECRETARY

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1963

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 273; *Citation:* 3 M.R.S.A., Sect. 271

Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE EMILE JACQUES, CHAIRMAN
REPRESENTATIVE DONALD CARTER, Secretary

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Established: 1939
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.
2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.
3. *Publications 1978*, Council of State Governments 1978. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expense, Out-State	4,269	4,269				
General Operating Expense	40	40				
Grants to Pub. & Priv. Orgs.	48,420	48,420				
TOTAL EXPENDITURES	52,729	52,729				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRMAN
CHARLES R. PRIEST, Associate Commissioner

Central Office: 4 Moulton Street, Portland *Telephone:* 772-6565
Mail Address: 4 Moulton Street, Portland, Maine 04112
Established: 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Uniform State Laws examines subjects on which uniformity of legislation in the different states is desirable; ascertains the best means to effect uniformity; cooperates with the commisioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepares bills for introduction in the Legislature.

ORGANIZATION: In 1955, chapter 405 of the Public Laws repealed chapter 138 of the Public Laws of 1895 and established the Commission on Uniform State Laws in its present form. The Commission on Uniform State Laws consists of 3 members appointed to terms of 4 years by the Governor. The commission members serve without compensation, although they receive their actual disbursements for carrying out their duties.

The National Conference of Commissioners on Uniform State Laws has also appointed two associate members from Maine to the conference, as well as one life member commissioner.

PROGRAM: During FY 80, all of the Maine Commissioners attended the Annual Meeting of the Committee of the whole of the National Conference of Commissioners on Uniform State Laws which was held in San Diego, California in Augusta of 1979.

During this meeting, the Commissioners considered and completed their work on several Acts including the Uniform Real Estate Time-Share Act; the Uniform Metric System Procedures Act; the Uniform Durable Power of Attorney Act; and the Uniform Trade Secrets Act.

It is expected that an act based on the Uniform Condominium Act will be presented for its consideration on the 110th Maine Legislature.

PUBLICATIONS:

Copies of all Uniform and Model Acts and other printed matter issued by the Conference may be obtained from:

National Conference of Commissioners on Uniform State Laws
645 North Michigan Avenue, Suite 510
Chicago, Illinois 60611

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expense, Out-State	3,183	3,183				
General Operating Expense	3,630	3,630				
TOTAL EXPENDITURES	6,813	6,813				

(OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333
Established: 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162
Average Count—All Positions: 15 *Legislative Count:* 15
Organizational Units:
Office of Legislative Assistants

PURPOSE: The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are to:

1. Act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order; with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases; arrange for necessary services; make all arrangements for incoming sessions of the Legislature; have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property; with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements; approve accounts and vouchers for payment and maintain a perpetual inventory of all legislative property under the supervision of the Legislative Council and make an accounting thereof to the Legislature upon its request.
2. Coordinate, subject to the control of the council, the activities of the offices of the Coordinator of the Office of Legislative Assistants, Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Secretary, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.
3. Act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.
4. Be responsible for implementing policy resulting from decisions of the council.
5. Prepare reports that are required of the council and maintain minutes of the regular meetings of the council.
6. Appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. Undertake such other duties as are assigned by the council.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. The Legislative Council appointed the present director to a 7-year term as Legislative Administrative Director beginning November 24, 1975.

Office of Legislative Assistants. As the result of a study recommending the use of professional staff for legislative committees, the 106th Legislature by joint order in January, 1973, authorized hiring non-partisan legislative assistants. The Office of Legislative Assistants was established by a policy directive of the Legislative Council. The Council directs the Office through the Legislative Administrative Director. The Council has appointed a Coordinator of Legislative Assistants, who plans and coordinates the work of the staff, recommends applicants for appointment as legislative assistants, and hires clerical employees.

The Office of Legislative Assistants operates on a non-partisan, permanent basis to provide assistance to the Legislative Council, interim committees, individual legislators, and all joint standing committees, except the Appropriations Committee.

During the legislative sessions, legislative assistants are assigned as staff to specific joint standing committees. Services offered to the committees include providing analysis of legislation before the committees, drafting bills and amendments, preparing research materials on topics of interest to the committees and monitoring the effect of enacted legislation.

When the Legislature is not in session, the assistants carry out the studies requested by the Legislative Council or ordered by the Legislature. The assistants work with the committees on these studies, providing research, preparing reports and drafting legislation. In addition, the office does research for individual legislators and assists the Office of Legislative Research in drafting bills for legislators.

PROGRAM: At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during FY 80. In addition, he has advised the Council on staff needs and requests, has served as coordinator for the Legislative Council on grant applications and administration, has advised the Legislature on expenditures by joint standing committees for legislative studies and other assignments given to him by the Legislative Council.

Chapter 683 of the public laws of 1977, "An Act to Revise the Maine Sunset and State Agency Rules Law," requires the Legislative Administrative Director to provide staff to implement legislative review of agency rules, subject to the approval of the Legislative Council, and also requires him to evaluate the program of legislative review from time to time, but not less often than February 1st of even-numbered years. This chapter became effective on March 29, 1978.

Office of Legislative Assistants. During the 109th Legislature, 11 assistants served 18 of the 19 joint standing committees and the Joint Select Committee on Correctional Institutions, and in the interim periods completed reports on 32 studies for 19 joint standing committees and 7 joint select committees.

PUBLICATIONS: The following list is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. There is no charge for these reports which are available to libraries, government agencies and offices and the general public.

1. State CETA Programs
2. Decommissioning Nuclear Generating Facilities
3. Special Education in Maine
4. Ground Water Commission
5. Radioactive Waste Disposal
6. Siting of Manufactured Housing
7. Motor Vehicle Carrier Regulation
8. Pesticide Control Board
9. The Mill Act
10. Oil Spills and Liability of Petroleum Handlers

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER
BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2491
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1962

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 7 *Legislative Count:* 9

PURPOSE: The Office of Legislative Finance gathers factual information concerning the fiscal affairs of the State for the Joint Appropriations and Financial Affairs Committee of the

Legislature to use in formulating appropriations proposals; examines appropriation requests made by state government executive agencies and others; conducts program evaluations as approved; and aids the Legislative Council in helping the Legislature or any committee of the Legislature in making independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for a program review capability with the Legislative Finance Office.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs a budget analyst, 2 program analysts, and 2 secretaries.

PROGRAM: During FY 80, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing several studies on financial policy and budget matters. In addition to providing this staff assistance, the Legislative Finance Office continued its routine duties of processing and paying joint committee and Legislator expenses involved in carrying out legislative duties. The Legislative Finance Office also continued the annual publication of its Compendium of State Fiscal Information.

During the second regular session of the 109th Legislature, the Legislative Finance Office performed 3 main functions: Firstly, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Secondly, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and future revenues of the State, combined with present and expected expenditures. Thirdly, the Office oversaw the initial preparation of many of the appropriations bills submitted for introduction into those sessions. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from a committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and in the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provisions of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee.

Program Review Division. The program review division provides research assistance and drafts reports and legislation for the Joint Standing Committee on Audit and Program Review. During FY 1979 the Committee evaluated and developed recommendations and accompanying legislation related to Sunset reviews of the Department of Agriculture, the Department of Defense and Veterans Services and 12 independent agencies. The Committee continued its ongoing Sunset work by beginning its review of the Departments of Transportation, Public Safety and the Secretary of State, along with 4 other independent agencies.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #11, Dec. 1979. (Free, available on request)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of Group A-1 Departments and Independent Agencies. (Free, available on request)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 2½ *Telephone:* 289-2101
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 12 *Legislative Count:* 12

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has been directed by the Legislative Council to develop computer technology for fast, accurate dissemination of information on the legislative process and on legislative enactments. The Legislative Information Office therefore maintains and continues to modernize its computerized bill status system, a system which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director was appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). Due to collective bargaining all personnel in the Legislative branch have been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director were to be appointed to 7-year terms.

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative

Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1980, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

Before and during the Second Regular Session of the 109th Legislature, the office served as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation.

Bill Drafting. Before and during the Second Regular Session, the office provided the majority of bill drafting requested by individual legislators and carried out spot research to aid that drafting. During that session, the office processed 353 legislative documents and 373 amendments. The office also processed 299 Joint Orders and resolutions for introduction.

During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes and to revising the master setup of the Maine statutes maintained in the office. During the summer of 1979, the office published the soft bound edition of the Acts and Resolves of the First Regular Session of the 109th Legislature, and distributed approximately 7,500 copies of it to legislators, government agencies, and the public. It also published Volume 3 of the 1977 Laws of Maine, a hard bound official edition of laws enacted during 1977, and continued work on the publication of the Laws of Maine for 1979. During fiscal year 1979-80, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1979-80, which were published at a cost of $83,200; by providing material for and checking the republication of volumes 3, 7, 8 and 12 of the statutes, at a cost of $170,400; and by providing material during the Second Regular Session of the 109th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of volumes 10 of the Maine Revised Statutes.

Errors and Inconsistencies Bill. Also during the interim, the Director, in cooperation with the Attorney General, state agencies, and the Judiciary Committee of the Legislature, compiled the Errors and Inconsistencies Bill for introduction into the Second Regular Session. This bill, as presented to the Legislature, contained non-substantive changes and corrections needed to avoid errors, confusions and duplications in the Maine Revised Statutes.

During FY 80, the office continued the computerization of the legislative process.

Throughout the Second Regular Session, the office, acting through its Legislative Indexer and Legislative Attorney, monitored pending legislation through the Title and Section program in order to avoid unnecessary statutory conflicts and duplications. It is hoped that State departments and agencies will take note of this system and use it to its capacity, as it provides a convenient method of showing all proposed legislative changes to any portion of the Maine Revised Statutes.

Also during this fiscal year, the Legislative Research Office, working through the Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the Second Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the Second Regular Session of the 109th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. As well, the Legislative Information Office answered a large number of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published and distributed copies of the *History and Disposition of Legislative Documents and Papers of the 109th Legislature, First Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the First Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part will not only enable legislative changes to be more clearly understood but will reinstitute the systematic updating of the State's statutory reporting system.

PUBLICATIONS: 1980

1. *1980 Maine Revised Statutes Annotated*—Consisting of 22 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Ninth Legislature* of the State of Maine at the second regular session, January 2, 1980 to April 3, 1980. Contains a subject index.

(Limited publication available in the fall of 1980 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 109th Legislature*, second regular session, January 2, 1980 to April 3, 1980-History and Final Disposition. Compiled by the Legislative Information Office.

(Limited publication available in the fall of 1980 without charge from the Legislative Information Office.)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	214,933	214,933				
State Share of Retirement	35,612	35,612				
Travel Expenses, In-State	328	328				
Travel Expense, Out-State	1,607	1,607				
Utilities	3,863	3,863				
Rents	2,933	2,933				
Repairs	525	525				
General Operating Expense	282,791	282,791				
Other Supplies	3,499	3,499				
Equipment Purchases	1,079	1,079				
TOTAL EXPENDITURES	547,170	547,170				

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN
MARY LOUISE B. DEBENHAM, DEPUTY LAW LIBRARIAN

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-2648
Mail Address: Statehouse, Sta. #43, Augusta, Maine 04333
Established: 1971
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Citation:* 3 M.R.S.A., Sect. 171-174.
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main functions: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications.

The State Law Librarian provides a comprehensive reference service on legislative problems for the Legislature, its committees and staff, and collects and maintains numerous publications and files relative to legislative problems. These services and facilities are available to state, county and local officials and to the general public as well.

The State Law Librarian also maintains an extensive law library for the use of state agencies, the judiciary, attorneys and the general public. This library includes copies of the statutes of the United States, of all 50 states, of England, of Canada and of the Canadian provinces, court reports of the federal judiciary, the several states, England and Canada, a sizable collection of legal treatises and of legal periodicals and many publications of state and national bar associations. As a selective depository for federal documents it receives the published legal decisions of various government agencies, bills introduced in Congress and related documents. Briefs and records of cases heard by the Maine Supreme Judicial Court are also available. Assistance is given to county law libraries and their associations in order to further their development.

The State Law Librarian distributes copies of the Maine Revised Statutes Annotated, supplements thereto, and copies of the session laws to the Legislature, legislative committees and state agencies, to the judiciary, and to county law libraries. Copies of these publications are sold to county and municipal officials and others enumerated by statute. Distribution of the copies of the printed decisions of the Maine Supreme Judicial Court to recipients enumerated by statute is also under the supervision of the librarian. Copies of all these publications are exchanged with other states for copies of their statutes, session laws, and court reports.

Finally, the State Law Librarian formulates policies for and administers the State Law and Legislative Reference Library.

ORGANIZATION: The Law and Legislative Reference Library, together with the position of State Law Librarian, who is the Director, was created in 1971 by PL 1971, c. 480, which transferred the functions formerly performed by the law section of the State Library into the Law and Legislative Reference Library. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed by the Legislative Council for a term of 7 years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of 7 years and employs all necessary assistants.

PROGRAM: During FY 80 the Law and Legislative Reference Library maintained and improved its legal and legislative research collections, and increased its reference, informational, educational and consultative services to an expanding clientele.

Acquisitions. The basic collections of state and federal statutes, session laws and court reports were maintained, finding aids kept current and upkeep material for treatises purchased—though cost pressures significantly reduced the number of new titles. Through the government document depository privilege, 4909 fiche were secured, including Congressional bills and U.S. House and Senate documents and reports beginning with the 96th Congress, and the *Congressional Record* beginning with the 95th Congress; a reader was also acquired. Through distribution of Maine legal publications, the Library has received in exchange the statutes of 35 states, the session laws of 47 states, and the court reports of 30 of the 34 states still publishing their own decisions. The acquisitions process itself has been systemized to secure from states or private/nonprofit sources selected current materials of topical interest to legislators and state agencies, and updated collections of state government manuals, maps, and administrative agency reports by legislative, judicial, fiscal, retirement, and like agencies. During FY 80, 1091 titles were added to the Legislative Reference collection, 1207 volumes were added to the law collection, and 676 briefs and records of the Supreme Judicial Court for the Sept. '79-June '80 terms were received.

Reference Services. Reference requests increased by 17% in FY 80, eliciting 3,240 reference or research responses, with an additional 1800 informational responses. The Clipping Service, covering subjects of current interest on Maine government, politics, legislative sessions and issues, and legal profession, increased its use particularly by state agencies some of which regularly contributed clippings to it. The Library's LEGIST terminal and other legislative information tools had increased custom as clientele were educated to their use.

Circulation. Circulation of items outside the Library totaled 6,750, a slight reduction due to a more than two-fold increase in photocopying of Library materials on the Xerox 4000, an excellent book-copier—with the effect of increasing the availability and use of resources within the Library. Patrons of the Library continued to benefit from direct-mail service, and from interlibrary loans and services from the University of Maine Law School Library.

Technical Services. Rationalization of the Library's resources included expansion of the catalog-index by some 5000 bibliographical and informational entries; subject-indexing of the Legislative Reference Vertical File by 550 entries, and reshelving of sections of periodicals, documents and the Reporter system to relieve space problems. The Clipping Service was extensively renovated through weeding and reorganization of its files and mounted-clipping books, evaluation of old clippings with incorporation of useful ones into permanent files, and photocopying of deteriorating files. The working papers of the Maine Criminal Law Revision Commission (1972-1976) were organized preparatory to reproduction, funded by a grant from the Maine Criminal Justice Planning & Assistance Agency. Sets will ultimately be made available to several institutions in the State. Cited by the Law Court, these papers have become an essential tool for interpretation of the Criminal Code.

Educational & Consultative Services. During FY 80 the Library's program to educate users, actual and potential, to its resources, services and areas of expertise, and to provide consultative services, covered a range of activities. The State Law Librarian participated in the State Bar Association's "Bridging the Gap" program to acquaint newly admitted members of the Bar with the resources of the Library; discussed materials and techniques for researching Maine legal problems at the second Judicial Seminar for Maine Law Clerks, and held briefing sessions for State legal and legislative staff and interns for the same purpose. Extensive counsel was given to the Hancock, Kennebec, Sagadahoc, Sbmerset and Washington County law libraries concerning their budget, acquisitions, weeding and shelving problems. These County law libraries provide essential operating tools to the judiciary, prosecutors, attorneys and others. Their structure, services and support have been under continuing study this year by an Advisory Committee appointed by Chief Justice McKusick, Justice Thomas E. Delahanty, Chairman; the State Law Librarian served as one of nine members of the Committee. Similar counsel was given to Prison officials concerning law library service to prisoners. Throughout the legislative session, the Library circulated to legislators and staff *Lists of Current Acquisitions* related to legislative proposals and problems. It provided the Office of Legislative Assistants with comprehensive records of acquisitions based upon its catalog entries. Various staff members have conducted programs on legal bibliography, legislative research, and the legislative process for such groups as the League of Women Voters, the Maine Library Association, and classes from several Maine colleges; and have initiated the Government Documents Section of the Maine Library Association. A *User's Guide* has been developed and printed for use by the Library's regular clientele and for distribution to other law libraries in the State. An exhibit was mounted in the Library celebrating the 50th Anniversary of the Superior Court, featuring photos of the Justices from the Merrill Collection and an accompanying historical brochure. For professional development of staff, a seminar in legal bibliography was held throughout the year, benefiting also paralegal staff of other agencies; and manuals were developed covering key operating procedures and policies.

Distribution of State Publications. In addition to the legal publications of the legislature and judicial departments and the Maine Bar Association which were distributed on an exchange basis, the Library distributed (or sold) copies of the 1978 and 1979 *Maine Session Laws*, the 1979 supplements and recompiled volumes 7, 8, 12 and 12A of the *Maine Revised Statutes Annotated*, three volumes of the *Maine Reports* (cases from 396-408 A2d), sixteen legislative committee studies, the 354 legislative documents of the 1980 regular and special legislative sessions, and six issues of the *Maine Bar Bulletin*. Slip laws were provided to the Cleaves Law Library and the University of Maine Law School Library during the session as well as weekly print-outs on the status of current legislation. Distribution and sale of the *Maine Revised Statutes Annotated* to Maine legislators in FY 80 totaled 25 sets sold and 19 lent, through the procedure begun in January 1979.

PUBLICATIONS:

User's guide. May, 1980. For "on-location" use.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	111,331	111,331				
State Share of Retirement	18,841	18,841				
Travel Expenses, In-State	145	145				
Travel Expense, Out-State	64	64				
Utilities	2,405	2,405				
Repairs	100	100				
General Operating Expense	13,356	13,356				
Other Supplies	35,441	35,441				
TOTAL EXPENDITURES	181,683	181,683				

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A. Sect 223

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees.

During the latter half of the 109th Legislature, the Maine-Canadian Office has provided legislators with information on a wide range of topics including: energy resources and electricity exportation; economic development and government subsidized projects; fisheries and wildlife; environmental issues and human services.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

The director arranged a visit to Quebec City for a bi-partisan delegation of 8 women legislators from June 15 to June 18, 1980. During their three day stay, the legislators met with members of the National Assembly and representatives of the Ministry of Health and the Council on the Status of Women.

Translation Service (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

During the 109th Session, the director prepared addresses for the official representatives of the Legislature at an international border ceremony at Jackman and at the Montreal Trade Mission. The director also served as interpretor for visiting Quebec businessmen and for high-school students from Beauceville, Quebec. The office also did translations for the Department of Educational and Cultural Affairs and the Bureau of Forestry.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed; by assisting the various departments in their information searches and by otherwise facilitating the transactions.

The Maine-Canadian Office is currently monitoring specific subject areas for the Public Utilities Commission, the Department of Marine Resources and the Department of Environmental Protection. In conjunction with the Department of Educational and Cultural Services, the director has initiated discussions on educational exchanges with representatives of the New Brunswick Ministry of Education.

Francophone Services. The office also assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between non-profit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau.

The Maine-Canadian Office organized a conference on Franco-American cultural topics on April 25, 1980 at the Statehouse. Representatives of 9 major Franco-American organizations from Biddeford to Madawaska attended. Invited speakers included the cultural attaches of the Governments of France and Quebec.

On February 23, 1980, the director served as the Maine delegate at a meeting of the American and French-Canadian Cultural Exchange Commission of New England held in Manchester, N.H. where joint projects were discussed with representatives of the Conseil de la Culture de l'Estrie.

Information Service. The Maine-Canadian Office serves as a reference service for Canadian officials to facilitate their interactions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and speeches.

PUBLICATIONS:

Report to the Legislature
1980 Calendar of Franco-American Events
Maine-Canadian Legislative Advisory Office—a brochure

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,840	7,840				
State Share of Retirement	1,387	1,387				
Travel Expenses, In-State	629	629				
Travel Expense, Out-State	179	179				
Utilities	486	486				
General Operating Expense	1,306	1,306				
Other Supplies	472	472				
Equipment Purchases	1,564	1,564				
TOTAL EXPENDITURES	13,863	13,863				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

REP. GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-3401
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A. Sect 227

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties.

ORGANIZATION: Created February 3, 1978, the Maine-Canadian Legislative Advisory Commission consists of 7 members, all of whom shall be citizens of this State. On October 18, 1979 the Speaker of the House appointed 4 members, 2 for a term of one year and 2 for a term of 2 years. The President of the Senate appointed 3 members, 2 for a term of one year and 1 for a term of 2 years. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language. In the event of the death or resignation of any member, the vacancy shall be filled for the remainder of the term in the same manner as the original appointment.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the rate then current for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

PROGRAM: The Commission launched a state-wide search for a director in the Fall of 1979. After advertising in the State's major newspapers and reviewing applications, the Commission interviewed several candidates and sent their recommendations to the Speaker of the House and the President of the Senate.

In May of 1980, the Commission met with the Maine-Canadian Office staff to discuss set-up activities and programming for the current year.

PUBLICATIONS:

See the listing under Maine-Canadian Legislative Advisory Office.

FINANCES, FISCAL YEAR 1980: 3 M.R.S.A. Sect 227 provides that expenditures of this unit, shall be borne by the Maine-Canadian Legislative Advisory Office and are, therefore, included in its financial display.

JOINT SELECT COMMITTEE TO STUDY THE MAINE STATE RETIREMENT SYSTEM

ROBERT N. HASKELL, CHAIRMAN
OBER F. VAUGHN, ADMINISTRATIVE ASSISTANT

Central Office: State Office Bldg., Augusta Telephone: 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 303; *Citation:* P&SL 1979 Chap. 63

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JOINT SELECT COMMITTEE TO STUDY THE MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof. Service, Not By State	67,045	67,045				
Rents	80	80				
General Operating Expense	3,349	3,349				
Other Supplies	50	50				
TOTAL EXPENDITURES	70,524	70,524				

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD

HANSON RAY, CHAIRPERSON
ROBERT G. O'MALLEY, Director Business Loans

Central Office: 193 State St., Augusta *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333

Established: October 1977 *Sunset Review:* June 30, 1988

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 167; *Citation:* 5 M.R.S.A. Sect. 15004

Average Count—All Positions: 0 *Legislative Count:* 2

PURPOSE: The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

ORGANIZATION: The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 9 members including the Director of the State Development Office and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

PROGRAM: After its second year of operation, the Maine Small Business Loan Authority Board approved loans totaling $723,251. This was accomplished through various banks throughout the State. The businesses approved represent a broad diversification of small business. Examples are: a grocery store, a saw mill, an engineering company, a retail fish market, and others.

The Board has had several situations where a loan has been shared equally with the Maine Veterans Small Business Loan Authority. This program has not incurred any loan losses during its first year of operations.

The program suffered one loss totaling $5,400. This represents a loss ratio of under 1% which is very low for this type of guarantee program.

PUBLICATIONS: Fact sheet which details how a person should apply for a loan.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,459					1,459
State Share of Retirement	171					171
Prof Service, Not By State	10					10
Travel Expenses, In-State	185					185
Utilities	49					49
Rents	88					88
Insurance	42					42
General Operating Expense	5,462					5,462
Other Supplies	12					12
Trans to Enterprise Fund	26,546					26,546
Trans. to Gen.-Fund Sta-Cap	37					37
TOTAL EXPENDITURES	34,061					34,061

LOBSTER ADVISORY COUNCIL

EDWARD A. BLACKMORE, CHAIRMAN
RICHARD P. CHOATE, Deputy Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A. Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of 9 members. Each member is appointed by the commissioner of Marine Resources. Six members of the council must be holders of lobster and crab fishing licenses and are chosen to reflect a geographic distribution along the coast. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobster. One member must be a member of the general public and shall not hold any fishing license. All members are appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Serving without compensation, members shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council must not exceed $2,000 a year. A quorum consists of 5 members of the council, if at least 3 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may also select other officers and designate their duties. The council meets at least 4 times a year at regular intervals. It may also meet at other times at the call of the chairman or the commissioner.

PROGRAM: The council met twice during FY 1980. Organizational matters, objectives, guidelines, possible management plans to vent sizes, were the main topics of the first meeting in

March. Imports, possible legislation, banding vs. plugging of lobsters, fuel costs, Department of Marine Resources seed lobster program, and possible conflicts with scallop fishing were discussed in April. The group is expected to play a key role in future department activities and legislation.

FINANCES, FISCAL YEAR 1980: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $411.12 in FY 80, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

PETER GORMAN, ACTING CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: 151 Capitol Street, Augusta; *Floor:* 1 *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351
Average Count—All Positions: 34 *Legislative Count:* 43
Organizational Units:

- Administrative Division
- Financial Division
- Marketing Division
- Production Division
- Subscription and Claim Division
- Ticket Accounting and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: The State Lottery Commission implemented a new Daily game which went into effect on June 10, 1980. This game allows for agent payouts of up to $599 per ticket as opposed to winners having to file claim forms for winnings over $20 in the Instant and Weekly games.

Instant Lottery Games have proven to be profitable due to instant information as to the results of the purchase. The Lottery cancelled its TV drawings in May of 1980 and reverted to live drawings.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State.

PUBLICATIONS: Action, a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	450,394					450,394
State Share of Retirement	77,321					77,321
Prof Service, Not By State	288,247					288,247
Computer Service, By State	17,618					17,618
Travel Expenses, In-State	9,429					9,429
Travel Expense, Out-State	2,195					2,195
Operation—State Vehicles	31,016					31,016
Utilities	13,502					13,502
Rents	38,078					38,078
Repairs	2,525					2,525
Insurance	179					179
General Operating Expense	356,386					356,386
Other Supplies	5,440					5,440
Depreciation	18,042					18,042
Pensions	30					30
Trans. to Gen.-Fund Sta-Cap	34,186					34,186
TOTAL EXPENDITURES	1,344,588					1,344,588

DEPARTMENT OF MANPOWER AFFAIRS

DAVID W. BUSTIN, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 802 *Legislative Count:* 0

Organizational Units:
- Bureau of Employment Security
- Employment Security Commission
- Bureau of Labor
- Maine Occupational Information Coordinating Committee
- Maine Labor Relations Board
- State Employment and Training Council
- Manpower Affairs Advisory Council
- Office of Maine CETA

PURPOSE: The Department of Manpower Affairs was established to achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

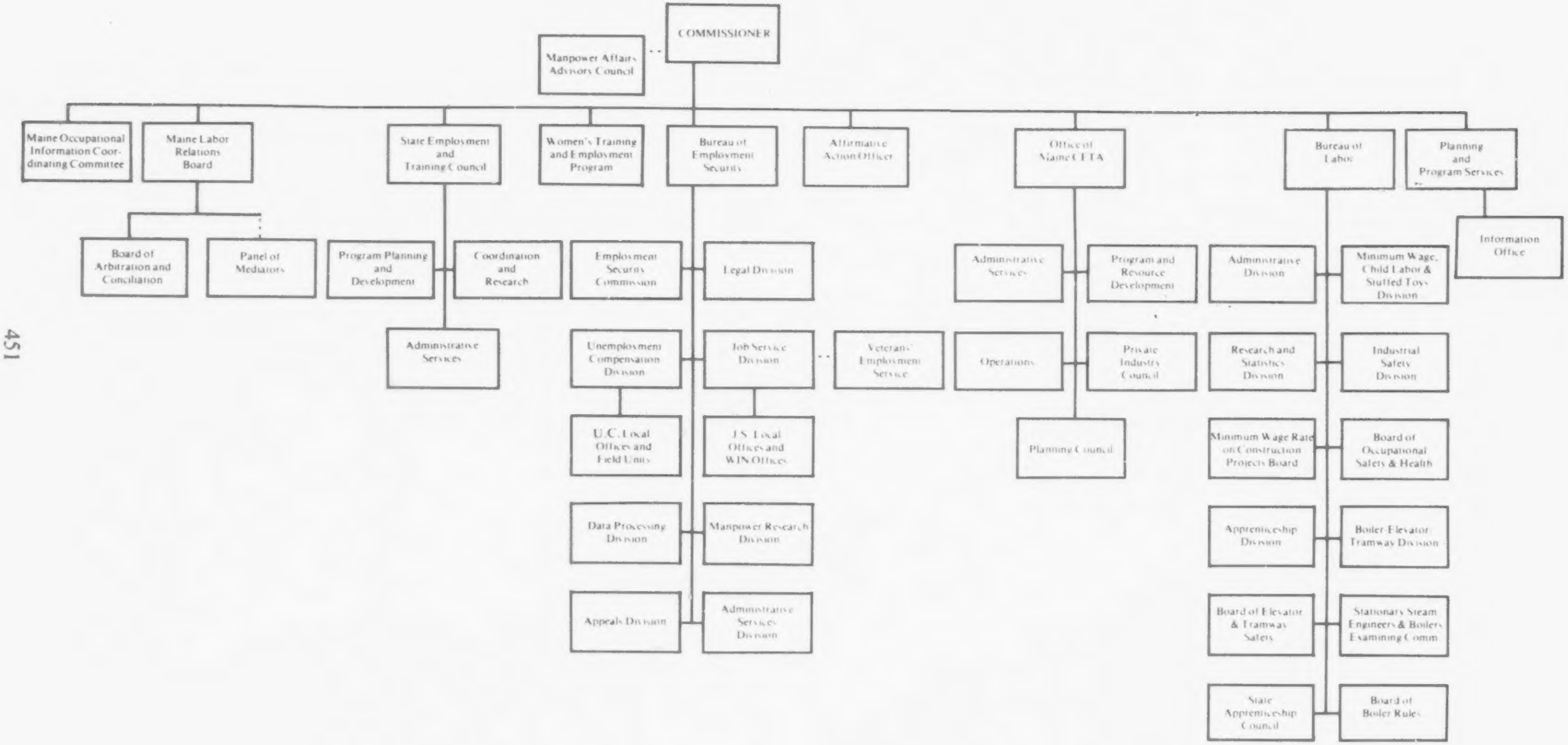
ORGANIZATION: The Department of Manpower Affairs was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various manpower related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor, functioning since 1873; the Maine Labor Relations Board, established in 1972; the State Employment and Training Council and the Maine Occupational Information Coordinating Committee, both established in 1979; and the Office of Maine CETA, functioning since 1974.

PROGRAM: The long-range goal of the Department of Manpower Affairs is to further consolidate the functions and activities of the interrelated component of organizational units.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MANPOWER AFFAIRS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Public Assistance Grants	3,300	3,300				
TOTAL EXPENDITURES	3,300	3,300				

ORGANIZATIONAL CHART
MAINE DEPARTMENT OF MANPOWER AFFAIRS


COMMISSIONER
Manpower Affairs Advisory Council
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
Board of Arbitration and Conciliation
Panel of Mediators
State Employment and Training Council
Program Planning and Development
Coordination and Research
Administrative Services
Women's Training and Employment Program
Bureau of Employment Security
Employment Security Commission
Legal Division
Unemployment Compensation Division
Job Service Division
Veterans' Employment Service
U.C. Local Offices and Field Units
J.S. Local Offices and WIN Offices
Data Processing Division
Manpower Research Division
Appeals Division
Administrative Services Division
Affirmative Action Officer
Office of Maine CETA
Administrative Services
Program and Resource Development
Operations
Private Industry Council
Planning Council
Bureau of Labor
Administrative Division
Minimum Wage, Child Labor & Stuffed Toys Division
Research and Statistics Division
Industrial Safety Division
Minimum Wage Rate on Construction Projects Board
Board of Occupational Safety & Health
Apprenticeship Division
Boiler-Elevator-Tramway Division
Board of Elevator & Tramway Safety
Stationary Steam Engineers & Boilers Examining Comm.
State Apprenticeship Council
Board of Boiler Rules
Planning and Program Services
Information Office

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF MANPOWER AFFAIRS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,763,611	670,065	262,361		9,831,185	
State Share of Retirement	1,747,464	106,178	14,869		1,626,417	
Prof Service, Not By State	350,086		32,160		317,926	
Computer Service, By State	25,621	2,741			22,880	
Other Prof Serv, By State	11,227	2,474			8,753	
Travel Expenses, In-State	310,448	59,708	101		250,639	
Travel Expense, Out-State	60,509	714			59,795	
Operation—State Vehicles	7,898				7,898	
Utilities	585,031	13,677	10,325		561,029	
Rents	779,871	884	39,309		739,678	
Repairs	128,709	1,300			127,409	
Insurance	119,572	85			119,487	
General Operating Expense	202,275	23,956	41,680		136,639	
Food	13,482				13,482	
Fuel	20,229				20,229	
Other Supplies	410,148	3,451	6,327		400,370	
Grants to Local Govts.	12,588,409				12,588,409	
Grants to Pub. & Priv. Orgs.	6,831,258				6,831,258	
Unemployment Comp Benefit	61,623,279				6,733,051	54,890,228
Public Assistance Grants	4,640,084	3,300	782,606		3,854,178	
Misc. Grants to Individual	5,134		5,134			
Pensions	61,888				61,888	
Buildings & Improvements	4,009				4,009	
Equipment Purchases	180,214	1,995			178,219	
Trans. to Trust Fund	—6,367		—3,432		—2,935	
Trans. to Gen.-Fund Sta-Cap	138,313	34	4,744		133,535	
TOTAL EXPENDITURES	101,602,402	890,562	1,196,184		44,625,428	54,890,228

STATE APPRENTICESHIP AND TRAINING COUNCIL

RUSSELL A. WEBB, CHAIRMAN
FRANK L. LOCKHART, Apprenticeship Specialist

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services, to provide supplemental instruction, and the Veterans Administration, in approving veterans for apprenticeship training.

ORGANIZATION: The State Apprenticeship and Training Council was established by statute in 1943 with the responsibility for the approval and registration of programs and the registration of apprentices. The federal Bureau of Apprenticeship and Training under the U.S. Department of Labor assists in the preparation of standards, conducting compliance reviews and related matters.

The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Manpower Affairs and the Director of the Bureau of Labor are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and apprentices; and to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

During the past fiscal year the Council amended Chapter 1 of their rules and regulations pertaining to the registration and deregistration of apprenticeship programs registered by the Council. This amendment dealt with the ratio of apprentices to journeyman on a one to three basis or fraction thereof. This amendment was approved by the USDOL on December 21, 1979.

Pertinent statistics for fiscal year 1979/1980 are as follows:

Apprenticeship

New Programs Registered	25
Programs cancelled	70
Total Programs to July 1, 1980—296	
New Apprentices Registered	326
Apprentices Reinstated	0
Apprentices Completed	152
Apprentices Cancelled	210
Apprentices Suspended	0
Total Apprentices as of July 1, 1980—1,814	

LICENSES, PERMITS, ETC.:

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1980: 26 MRSA, Sect. 1002 provides that expenditures of this unit, which amounted to $566 in FY 80, shall be borne by Bureau of Labor and are, therefore, included in its financial display.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1909 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

PROGRAM: The Maine Board of Arbitration and Conciliation matched the 1979 all time high of 40 cases referred to it in Fiscal Year 1980. The caseload involved 35 arbitration cases, 1 fact finding, 1 arbitration/conciliation, 1 Board of Inquiry and 2 training seminars. The Board anticipates that its workload will continue to increase as employees find that the solution to work problems may be equitably solved through the arbitration process. Funds and personnel will continue to be a challenge. The Board is still functioning with less than a full complement of Board members for the second and third years in a row. The Board presently has a cadre of well-informed members, but the terms have and are expiring and reappointments and/or replacement have not occurred in the meantime. This factor creates difficulty in the scheduling of cases and imposes on the meager financial resources available because of increased travel requirements. Further, fiscal constraints have resulted in a number of cases (8) being held for hearing in Fiscal Year 1981.

During fiscal year 1980, the following communities and public entities received service from the State Board of Arbitration and Conciliation:

Auburn
Bangor
Bucksport
Gardiner
Kennebec Sanitary District
Kittery
Livermore Falls
Portland
Rumford
South Portland
Thomaston
Waterville

Many of these communities received services from the Maine Board of Arbitration and Conciliation in more than one case.

A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Pay
2. Promotions
3. Past Practice
4. Contract Violations
5. Schedule Changes
6. Overtime Pay
7. Employee Transfers
8. Hiring Practices
9. Job Duties
10. Discharges
11. Discrimination
12. Arbitrability
13. Out-of-Classification Pay
14. Improper Assignment
15. Discriminatory Transfer
16. Safety and Personnel Manning Levels
17. Shift Differentials
18. Light Duty Manning
19. Union Security
20. Scheduling
21. Job Description
22. Seniority
23. Disciplinary Actions
24. Training
25. Work Week
26. Uniforms

The average time devoted to a case during the past fiscal year was 2.29 days, a decrease from the 3.53 days per case in FY 1979 and comparable to the 2.46 days per case in FY 1978.

The entry of new unions and new management agencies in the collective bargaining arena will result in more time-consuming involvement by the Board, not only in the labor relations process itself but also in time spent in educating parties on the proper use of procedures. The Board anticipates that the need for services and new responsibilities under the law will increase its workload in the future.

Events of this past year have shown that the State of Maine has a great stake in attempting to help labor and management reach early settlement of their disputes. On the one hand, the methodology for solutions in the public sector is relatively concise. Conversely, in the private sector, the Federal Government preempts many of the disputes through the jurisdiction conferred upon the Federal Mediation and Conciliation Service which devotes its efforts to many of the larger industries in the state. In the past, the Board of Arbitration and Conciliation has been involved in many instances where there were strikes in the private sector which were materially shortened as the result of proposals made by the Board and accepted by the parties. We look forward to continuing our cooperation not only with personnel of the Federal Mediation and Conciliation Service but also with the staff of the Maine Labor Relations Board and members of the state Panel of Mediators. We believe that the workload for all of these agencies will be on the increase in FY 1981 and eagerly seek adequate resource levels to allow us to respond promptly and efficiently to the demands for the services which can be rendered by this Board.

FINANCES, FISCAL YEAR 1980: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $8,466 in FY 80, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

MARVIN W. EWING, CHAIRMAN
JOSEPH W. EMERSON, Chief Inspector

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3335
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate and enforce rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

The Boiler Division is required by statute to keep a complete record of the type dimensions, age, condition, pressure allowed, location and date of last inspection of all boilers covered by the statutes and to publish and distribute copies of the rules adopted by the Board and to hold examinations and issue licenses to inspectors, welders, engineers and operators of boilers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor which is a subsidiary of the Department of Manpower Affairs. The activity is carried out in concert with the Board of Elevator and Tramway Safety and the field inspectors inspect boilers, elevators and tramways. The Chief Inspector of Boilers is the Supervising Inspector of Elevators and Tramways.

PROGRAM: During FY 79-80 the Board of Boiler Rules held one Public Hearing to consider legislation which would require that portable boilers be operated by licensed personnel and to adopt the latest addenda of the American Society of Mechanical Engineers Boiler and Pressure Vessel Code. An appeal to install two boilers over 15 years old was granted by mail ballot.

There are approximately 3,900 boilers in Maine which are covered by the statutes. Each is inspected semi-annually by state boiler inspectors or by inspectors employed by insurance companies and authorized by this office and who report directly to the Bureau of Labor. The goal of the Board of Boiler Rules is the elimination of all potential hazards inherent in boiler care and operation.

Pertinent statistics for fiscal year ending June 30, 1980 are as follows:

Boilers	
Insurance Company Inspection Reports	3,391
State Inspection Reports	263
Boiler Certificates Issued	3,273
Weld Tests examined—originals and/or retests	274
Welders' Certificates renewed/or Issued	747
Boiler Inspectors' Certificates Issued	13
Engineers and Operators' Licenses renewed and/or Issued	1,134
National Board Shop Survey	6
Total Income:	$39,896.20

The total number of boilers is 3900

LICENSES, PERMITS, ETC.:

Boilers
Boiler Inspectors
Boiler Operators
Plant Engineers
Welders

PUBLICATIONS: Boiler Rules and Revised Boiler Law (free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $557 in FY 80 and are, by administrative decision included with those of the Bureau of Labor.

OFFICE OF MAINE CETA

WILLIAM R. MALLOY, EXECUTIVE DIRECTOR

Central Office: Old Nurses Bldg.—AMHI *Telephone:* 289-3375
Mail Address: Statehouse Sta. #55, Augusta, Maine 04333
Established: July 11, 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168C; *Citation:* Exec. Order 1 FY 80
Average Count—All Positions: 76 *Legislative Count:* 0

PURPOSE: This office is responsible to administer grants received by the State from the Comprehensive Employment and Training Act (CETA). These grants include Title II-B & C, Title II-D, Title III, Title IV, Title VI, and Title VII. Programs funded under these grants are designed to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed or underemployed residents of the following counties: Androscoggin, Aroostook, Franklin, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, and Washington. The program is also responsible to establish a flexible, coordinated, and decentralized system of federal, State, and local programs so that services will lead to maximum employment opportunities and enhance self-sufficiency, and to provide further coordination of programs under CETA with other social service, employment and training related programs, economic development, community development, and related activities, such as vocational education, vocational rehabilitation, public assistance, self-employment training, and social service programs.

ORGANIZATION: From 1974 to 1979 the Office of Maine CETA was called the Office of CETA Planning and Coordination, and it was structurally within the Executive Department. In July of 1979, Governor Brennan renamed the office and placed it under the Department of Manpower Affairs with an Executive Order.

PROGRAM: The Title II-B & C program provides training activities primarily through subcontracts with community organizations, and local governments. The program includes classroom training, on-the-job training, and work experience programs for economically disadvantaged youth and adults. The Title II-D program provides public service employment programs for unemployed persons by creating subsidized jobs with public and private nonprofit employers. Title III programs provide demonstration grant monies for pilot projects such as special training for offenders. The Title IV program establishes a broad range coordinated employment and training programs for economically disadvantaged youth. The Title VI program provides temporary employment in public service jobs for unemployed persons during periods of high unemployment. The Title VII authorizes activities to increase the involvement of the private sector employers in the employment and training of the economically disadvantaged.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MAINE CETA	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,650,048		251,092		1,398,956	
State Share of Retirement	202,464		13,443		189,021	
Prof Service, Not By State	30,062				30,062	
Other Prof Serv, By State	163				163	
Travel Expenses, In-State	48,017				48,017	
Travel Expense, Out-State	9,272				9,272	
Operation—State Vehicles	2,765				2,765	
Utilities	44,667		1		44,666	
Rents	21,019				21,019	
Repairs	1,803				1,803	
Insurance	114,197				114,197	
General Operating Expense	70,571				70,571	
Food	13,482				13,482	
Fuel	3,592				3,592	
Other Supplies	50,514				50,514	
Grants to Local Govts.	12,588,409				12,588,409	
Grants to Pub. & Priv. Orgs.	6,453,032				6,453,032	
Public Assistance Grants	36,054				36,054	
Buildings & Improvements	509				509	
Equipment Purchases	12,433				12,433	
Trans. to Trust Fund	—6,367		—3,432		—2,935	
Trans. to Gen.-Fund Sta-Cap	42,063		8		42,055	
TOTAL EXPENDITURES	21,388,769		261,112		21,127,657	

BOARD OF ELEVATOR AND TRAMWAY SAFETY

MARVIN W. EWING, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3335
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 4 *Legislative Count:* 5

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators. This activity has been operated in concert with the Boiler Inspection Division since that time and the Boiler Inspectors are also Elevator Inspectors.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

PROGRAM: The Board of Elevator and Tramway Safety held one Public Hearing during Fiscal Year 79-80 concerning casket lifts in funeral homes and an appeal from the Department of Education to allow the installation of Porch Lift Type devices for use by the Handicapped in Schools. Following the hearing, the Board asked the Attorney General for a ruling and about June 1, 1980 the Attorney General declared Porch Lift Type devices to be elevators. The Board must now adopt appropriate rules.

There are approximately 1,300 active elevators, escalators and manlifts and 75 active tramways at this time. There are approximately 300 inactive elevators. Both elevators and tramways are inspected semi-annually by State inspectors. Certificates of Inspection allowing legal operation are issued annually.

Pertinent statistics for fiscal year ending June 30, 1980 are as follows:

Elevators & Tramways	
Tramway Inspection Reports	90
Elevator Inspection Reports	3,035
Safety Test	662
Escalator Reports	6
Manlift Reports	14
New Elevators Installed & Inspected	60
Elevator Inspectors Examined	1
Elevator Mechanics Examined	4
Elevator Mechanics Licenses Issued	73
Elevator Certificates Issued	1,589
Tramway Certificates Issued	62
Total Income	$82,441.88

LICENSES, PERMITS, ETC.:

License:

- Elevator Operation
- Elevator Mechanics
- Tramway Inspectors
- Wire Rope Inspectors

PUBLICATIONS: Elevator and Tramway Rules of Maine (Free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are included with those of Bureau of Labor.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* T0026 Sect. 1082

Average Count—All Positions: 652 *Legislative Count:* 0

Organizational Units:

- Administrative Services Division
- Appeals Division
- Data Processing Division
- Employment Security Commission
- Job Service Division
- Legal Division
- Manpower Research Division
- Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Manpower Affairs. The Bureau provides manpower services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the State programs are borne by the Federal Government. It is responsible for providing effective manpower services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored manpower training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily from certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide manpower concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Manpower Affairs. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Manpower Affairs directly under the supervision of the Commissioner of Manpower Affairs. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Manpower Affairs.

PROGRAM: The major program activities of the Bureau of Employment Security are as follows:

Maine Job Service. The primary objective of the Job Service Division, an administratively created division within the Bureau of Employment Security, is to meet the placement needs of employers and applicants.

Maine Job Bank: The statewide Maine Job Bank, a computerized job order information system, continued operations during FY 80. It provides information to the division's twenty-one local offices, and seven Work Incentive Program (WIN) offices. With a total of 45,445 job openings, these offices made 86,131 referrals resulting in 29,765 placements. To utilize the Job Bank's services employers place their job orders with the Maine Job Service office in their area or by calling the Maine Job Bank's toll free number in Augusta.

Counseling Services: A total of 6,016 individuals received counseling services. A total of 1,262 were tested during 1980. Of that figure 1,012 were given aptitude tests and 250 were given performance tests.

Work Incentive Program: The Division's Work Incentive Program assists persons receiving Aid to Families with Dependent Children (AFDC) to find suitable employment through counseling, training and supportive services. In FY 80 the program worked with 10,691 registrants. A total of 962 individuals were placed and 1,336 obtained employment.

Federal Contractor Job Listing Program: The Division also monitors the Federal Contractor Job Listing Program, which requires employers with Federal contracts to list their job openings with the Maine Job Service. This program has undergone many changes, most notably Public Law 93-508, requiring companies to conduct an Affirmative Action Program for the hiring of veterans. A continued objective has been the placement of veterans, primarily those classified as Vietnam Era and Disabled Veterans, who have been discharged within the last four years. As previously indicated, primary emphasis is placed upon employers to provide an affirmative action program for veterans, based upon the amount of the federal contract they have obligated themselves to perform. At this time the Division has identified over 500 companies with over 1,022 job hiring sites as federal contractors. The program provides a continuing input into the Job Bank in the form of new orders. The local offices continue to support this program, performing field visits with employers to explain their obligations in job listing requirements.

Unemployment Compensation. Workloads for unemployment insurance claims activities exhibited a slight increase for FY 1980. The number of initial claims for unemployment benefits under the regular state program totaled 180,903, an increase of over 15,000 from the previous year. The number of new claims filed under the Extended Benefits (EB) program declined by over 14 percent to a total of 9,878. A total of 887,378 continued claims was processed under the state Unemployment Insurance (UI) and Extended Benefits (EB) programs generating $55,692,165 in benefits paid for 720,526 weeks compensated. Additionally, former federal employees were paid $369,063 for 4,917 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemen were paid $1,862,974 for 19,689 weeks compensated under the Unemployment Compensation for Ex-Servicemen (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 110,931 weeks compensated for a total of $2,718,868 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974. The Special Payment Unit also processed allowance payments amounting to $1,740,071 for recipients of the Work Incentive (WIN) and Comprehensive Employment and Training Act (CETA) programs.

Claims Deputies: Claims Deputies in the Division's fifteen local offices and the Interstate Office rendered 69,688 nonmonetary determinations to adjudicate disputed claims. This total represents a 3 percent increase to the number of decisions issued in FY 1979. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 6,115 while an additional 971 cases were heard and disposed of at the Commission's higher authority appeals level.

The Benefit Payment Control program increased in both workload and in effectiveness. Field investigators from the Fraud Section, utilizing the automated cross-match system of wage record and benefit payment files, audited 226,422 weeks claimed during FY 1980. Fraud investigators and local office claims deputies issued 731 determinations relative to fraud and misrepresentation. With assistance from the Agency's Legal Division and the Criminal Division of the Office of the Attorney General, 44 cases were presented for prosecution which resulted in convictions.

By the end of FY 1980, the number of active employer accounts increased to 28,827 and payroll data submitted by these employers generated a total of 1,924,870 wage items processed by the Wage Record Unit. Field and central office activities produced 7,337 employer status determinations of which 3,098 involved newly liable employer accounts. A total of 1,832 field audits were conducted resulting in a net receipt of $550,663 in under-reported contributions. Net contributions received in FY 1980 totaled $58,819,817 and the Fund balance was $33,475,148 as of June 30, 1980.

Eligibility Review Program: During the second year of operation, the Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1980 39,852 ERP interviews were conducted.

Unemployment Insurance Performance Appraisal: The results of the Unemployment Insurance Appraisal for FY 1980 indicate that Maine met or exceeded the desired level of achievement in all of the twenty-three categories with established performance levels. Maine ranked first or second in the New England states in twelve of the categories measured and Maine ranked in the top one-third nationally in fourteen of the twenty-three performance categories.

During FY 1980 a study to update the Cost Model Management System was conducted in order to more accurately define staffing and budgetary factors in terms of current operating procedures. Additionally, a Workload Validation Study is underway with a projected completion date of July 15, 1980. Accurate workload projections combined with factors developed in the Cost Model Management Study will provide a specific base for fiscal and staff management planning, development and control.

Bureau of Employment Security
Balance Sheet
Unemployment Compensation Fund and Related Accounts
As of December 31, 1979

	Receipts			
Employer Contributions	Prior to 1975	$357,073,651.67		
	1975	30,752,733.36		
	1976	39,168,012.10		
	1977	44,712,227.72		
	1978	54,592,106.96		
	1979	48,588,782.36		
Total Employer Contributions			$574,887,514.17	
Title IX Distribution Funds			468,193.99	
Interest on Trust Fund			34,838,344.67	
Interest & Penalties on Employer Accounts			1,667,934.75	
Benefit Fines Received			16,254.56	
Anonymous Refunds			1,042.00	
				$611,879,284.14
Federal Share Extended Benefits Received			$ 25,654,040.17	
Emergency Compensation Received, Federal			3,953,709.00	
Direct Reimbursements Received			7,620,434.68	
				$ 37,228,183.85
Cumulative Receipts				$649,107,467.99
	Disbursements			
Net Benefits Paid	Prior to 1975	$358,997,454.39		
	1975	58,330,903.42		
	1976	48,275,537.92		
	1977	56,790,147.17		
	1978	44,093,852.79		
	1979	45,337,512.67		
			$611,825,408.36	
Federal Share Extended Benefits Paid	Prior to 1975	$ 5,410,810.41		
	1975	5,302,375.40		
	1976	4,705,649.57		
	1977	5,183,391.38		
	1978	2,847,803.13		
	1979	1,912,090.93		
			$ 25,362,120.82	
Emergency Compensation Paid	Prior to 1975	$ 3,953,737.00		
	1975	—28.00		
			$ 3,953,709.00	
Direct Reimbursements Benefits Paid	Prior to 1975	$ 810,839.14		
	1975	1,061,644.47		
	1976	1,244,982.47		
	1977	1,416,633.27		
	1978	1,023,784.74		
	1979	2,174,945.88		
			$ 7,732,829.97	
Federal Share Extended Direct Reimbursement Benefits Paid	1975	$ 71,826.89		
	1976	81,733.85		
	1977	93,999.91		
	1978	44,358.31		
			$ 291,918.96	
			$649,165,987.11	
Special Administrative Expense Fund			$ 90,415.56	
Cumulative Disbursements				$649,256,402.67
	Balance			
Unemployment Compensation Fund				
Clearing Account		$ 25,815.67		
Trust Fund Account		36,447,909.58		
Benefit Account		—36,671,917.79*		
Fund Balance			$ —198,192.54	
Special Administrative Expense Fund			49,257.86	
Cumulative Balance, December 31, 1979				$ —148.934.68
Disbursements and Fund Balance				$649,107,467.99

*Includes liability to Federal Government of A $36,400,000 advance for the payment of Benefits

Maine Department of Manpower Affairs
Bureau of Employment Security
Manpower Research Division

Table 1

Average Monthly Covered Employment, Wages Paid, Contributions, Benefits Issued, and Benefits Paid per $1.00 of Contributions, by Industry Division, Fiscal Year 1979[1]

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment Total (000's)	Wages Paid, Covered Employment Taxable (000's)	Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Per $1.00 of Contributions
Total	386,810	$3,829,484	$1,785,965	$56,128	$42,204	$ .75
Agriculture, Forestry, and Fisheries	3,765	32,154	21,803	729	754	1.03
Mining	194	2,040	1,390	48	119	2.48
Contract Construction	18,970	214,728	134,741	5,538	9,498	1.72
Manufacturing	113,426	1,312,041	741,321	23,876	17,220	.72
Food and Kindred Products	10,879	106,965	66,703	2,304	2,829	1.23
Textile Mill Products	8,955	88,246	60,424	1,982	1,197	.60
Apparel and Other Finished Products	4,424	36,986	27,447	899	562	.63
Lumber and Wood Products	14,812	159,870	99,179	3,307	3,077	.93
Furniture and Fixtures	1,082	11,224	7,064	192	188	.98
Paper and Allied Products	17,796	319,177	120,330	2,949	684	.23
Printing, Publishing, and Allied Industries	3,580	38,004	20,824	551	294	.53
Chemicals and Allied Products	1,395	18,261	9,261	304	229	.75
Rubber and Miscellaneous Plastics Products	4,131	39,302	26,164	904	621	.69
Leather and Leather Products	21,040	178,070	128,779	4,807	5,340	1.11
Stone, Clay, and Glass Products	1,320	16,691	8,497	325	328	1.01
Primary Metal Industries	414	5,468	3,004	91	25	.27
Fabricated Metal Products	3,957	53,133	27,971	335	365	.44
Machinery, except Electrical	3,995	51,733	27,656	883	257	.29
Electrical Machinery	6,997	76,329	47,123	1,675	594	.35
Transportation Equipment	6,553	93,407	47,276	1,384	245	.18
Miscellaneous Manufacturing Industries	981	7,707	6,146	199	145	.73
Other Manufacturing Industries	1,116	11,468	7,473	285	240	.84
Transportation, Communication, Electric, Gas, and Sanitary Services	15,701	223,549	98,831	2,784	1,340	.48
Wholesale Trade	19,530	243,249	121,439	3,421	1,759	.51
Retail Trade	70,642	482,794	341,071	9,994	5,257	.53
Finance, Insurance, and Real Estate	15,985	175,936	95,646	2,483	664	.27
Services	68,866	563,702	229,723	7,255	5,593	.77
State and Local Government	59,732	579,291	—	—	—	—

[1] Details may not add to total due to rounding.

Maine Department of Manpower Affairs
Bureau of Employment Security
Manpower Research Division

Table 2

Statewide Covered Employment, By Industry Division, By Month, With Annual Average, 1979[1]

Industry	Annual Average	Total Covered Employment By Month											
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total	391,355	374,863	372,759	374,466	384,298	391,876	404,774	398,940	405,640	402,721	398,368	394,077	393,483
Manufacturing—Total	114,728	113,247	112,435	112,450	112,486	113,561	117,053	113,458	118,217	116,712	115,682	115,632	115,798
Food and Kindred Products	10,645	10,611	10,374	10,482	10,078	10,123	11,590	10,672	12,214	11,350	10,597	10,196	9,453
Textile Mill Products	8,919	9,156	9,051	8,930	9,118	9,162	9,102	8,519	8,829	8,786	8,632	8,779	8,965
Apparel and Other Finished Products	4,434	4,421	4,445	4,440	4,534	4,497	4,563	4,305	4,499	4,397	4,373	4,312	4,422
Lumber and Wood Products	14,884	14,957	14,803	14,230	13,495	13,713	15,149	15,509	15,616	15,459	15,285	15,157	15,234
Furniture and Fixtures	997	1,040	1,014	1,030	1,045	1,033	1,047	933	989	981	964	948	944
Paper and Allied Products	18,224	18,133	18,094	18,058	18,069	18,166	17,548	18,395	18,429	18,094	18,538	18,542	18,625
Printing, Publishing, and Allied Ind.	3,571	3,502	3,491	3,539	3,582	3,592	3,708	3,563	3,539	3,547	3,581	3,561	3,641
Chemicals and Allied Products	1,355	1,235	1,232	1,254	1,417	1,385	1,419	1,344	1,382	1,478	1,384	1,410	1,318
Rubber and Misc. Plastics Products	4,083	4,350	4,281	4,160	4,081	4,072	4,050	3,812	3,870	3,890	4,009	4,153	4,265
Leather and Leather Products	20,488	20,843	20,464	20,894	20,631	21,021	21,410	19,103	20,875	20,543	19,952	19,835	20,286
Stone, Clay, and Glass Products	1,224	1,059	964	965	1,116	1,291	1,418	1,410	1,414	1,352	1,305	1,227	1,171
Primary Metal Industries	438	417	421	438	441	447	454	443	445	433	444	434	433
Fabricated Metal Products	4,277	4,166	4,137	4,069	4,255	4,277	4,348	4,359	4,410	4,419	4,277	4,264	4,340
Machinery, except Electrical	4,315	3,920	3,935	4,030	4,248	4,264	4,343	4,423	4,410	4,440	4,534	4,605	4,626
Electrical Machinery	7,547	6,967	7,090	7,155	7,276	7,377	7,582	7,617	7,816	7,812	7,852	7,940	8,081
Transportation Equipment	7,168	6,534	6,660	6,778	7,002	6,953	7,034	7,002	7,138	7,389	7,642	7,929	7,960
Misc. Manufacturing Industries	977	927	961	966	998	987	1,018	903	994	970	954	1,058	985
Other Manufacturing Industries	1,182	1,009	1,018	1,032	1,100	1,201	1,270	1,146	1,348	1,372	1,359	1,282	1,049
Nonmanufacturing—Total	276,628	261,616	260,324	262,016	271,812	278,315	287,721	285,482	287,423	286,009	282,686	278,445	277,685
Agriculture, Forestry, and Fisheries	4,439	3,402	3,321	3,423	4,165	4,391	4,348	4,426	6,694	5,311	5,392	4,368	4,022
Mining	197	152	145	149	208	214	244	248	258	240	190	167	152
Contract Construction	19,457	15,582	14,446	14,479	17,039	19,147	21,203	23,170	22,721	22,584	22,042	21,199	19,875
Transportation, Communication, Electric, Gas, and Sanitary Services	16,067	15,265	15,323	15,290	15,629	16,122	16,673	16,536	16,656	16,397	16,446	16,311	16,155
Wholesale Trade	19,155	18,834	18,729	18,837	19,405	19,407	19,891	19,272	19,338	18,998	19,055	19,079	19,012
Retail Trade	70,624	66,327	65,333	66,281	69,444	71,044	74,447	75,782	75,666	73,066	70,437	69,318	70,342
Finance, Insurance, and Real Estate	16,323	15,844	15,803	15,872	16,044	16,330	16,634	16,859	16,809	16,536	16,448	16,365	16,330
Services	70,454	65,498	65,552	65,983	68,325	69,791	72,850	76,472	76,956	73,238	71,332	69,834	69,616
State Government	18,918	18,214	18,840	18,568	19,096	19,049	18,900	18,879	18,771	19,013	19,357	19,139	19,188
Local Government	40,995	42,498	42,832	43,134	42,457	42,820	42,531	33,838	33,554	40,626	41,987	42,665	42,993

[1] Data relate to payroll periods which include the 12th of the month. Details may not add due to machine rounding.

Maine Department of Manpower Affairs
Bureau of Employment Security
Manpower Research Division

Table 3

Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the Experience Rating Period, July 1, 1979—June 30, 1980

Industry	Total	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.5%	3.6%	3.7%	3.8%	3.9%	4.1%	4.3%	4.5%	4.7%	5.0%
Total	18,290	4,333	984	979	908	791	724	714	671	650	615	790	684	367	319	321	232	223	226	174	196	3,389
Agricultural Production—Livestock	11	1	1	0	0	2	0	1	0	1	2	0	1	0	0	0	0	0	1	0	0	1
Agricultural Services	177	25	10	3	3	7	11	8	1	4	7	5	6	3	8	2	1	1	1	0	2	69
Forestry	8	3	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Fisheries	81	3	0	0	3	1	2	2	4	3	2	2	6	1	6	2	3	1	6	3	0	31
Nonmetallic Minerals, except Fuels	19	2	0	0	0	0	0	0	3	1	0	0	1	0	1	1	0	1	0	0	0	9
General Building Contractors	909	76	15	11	8	19	14	27	15	25	30	29	48	21	17	17	23	15	22	13	15	449
Heavy Construction Contractors	131	9	1	2	2	1	1	1	0	1	2	1	3	1	3	5	2	3	1	0	3	89
Special Trade Contractors	1,589	168	36	36	27	35	38	34	34	44	50	59	48	31	33	36	32	31	31	24	29	733
Food and Kindred Products	148	59	6	7	4	4	5	3	1	3	1	3	4	4	0	0	1	0	1	0	1	41
Textile Mill Products	44	8	0	4	1	0	1	2	3	2	2	2	4	0	0	2	0	0	2	0	0	11
Apparel and Other Textile Products	31	1	1	2	0	1	3	1	2	2	1	1	1	1	1	1	1	0	2	0	1	8
Lumber and Wood Products	570	87	12	13	18	12	28	19	15	21	17	25	17	11	12	14	9	18	9	7	11	195
Furniture and Fixtures	24	5	3	0	2	1	1	1	2	0	0	1	2	0	2	1	0	0	0	0	0	3
Paper and Allied Products	38	19	4	3	2	1	1	0	0	0	2	0	0	1	1	0	1	1	0	0	0	2
Printing and Publishing	153	52	12	6	9	6	7	9	6	7	2	6	7	2	1	5	2	2	1	2	1	8
Chemical and Allied Products	28	6	1	0	2	3	0	0	0	2	0	2	2	2	0	1	0	0	0	1	0	6
Petroleum and Coal Products	5	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	2
Rubber and Miscellaneous Plastics Products	27	4	1	1	3	0	1	0	0	1	2	3	0	0	1	0	0	0	1	1	1	7
Leather and Leather Products	77	6	1	1	2	4	1	2	0	2	2	1	2	3	1	5	3	0	2	3	5	31
Stone, Clay and Glass Products	43	9	0	1	1	1	0	1	0	0	1	2	3	1	0	0	1	0	2	4	0	16
Primary Metal Industries	8	5	0	0	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Fabricated Metal Products	74	14	5	3	4	3	2	5	2	3	0	5	2	4	2	2	2	3	0	2	1	10
Machinery, except Electrical	84	21	6	1	3	6	4	3	10	2	2	6	3	2	1	4	2	1	2	0	0	5
Electric and Electronic Equipment	29	2	1	1	1	1	0	2	0	3	3	2	1	3	2	2	0	1	0	0	1	3
Transportation Equipment	63	15	2	2	3	3	0	6	3	1	4	2	1	3	2	1	1	1	0	0	2	11
Instruments and Related Products	13	1	1	1	0	1	1	1	0	1	0	0	1	0	1	1	0	0	0	0	0	3
Miscellaneous Manufacturing Industries	36	8	0	3	2	1	1	3	0	2	2	1	1	2	0	1	1	0	0	0	0	8

Local and Interurban Passenger Transit	85	23	6	0	5	3	6	1	3	2	1	6	2	0	4	2	1	0	4	0	3	13
Trucking and Warehousing	411	86	10	19	19	10	14	20	16	13	15	11	16	6	10	6	7	4	11	1	8	109
Water Transportation	93	15	2	5	8	4	2	5	4	3	2	3	2	2	4	1	0	2	2	1	4	22
Transportation by Air	20	5	0	0	0	0	2	2	1	1	0	2	1	2	0	1	0	0	2	0	0	1
Transportation Services	46	7	5	2	1	4	1	0	1	2	1	2	3	2	0	1	1	0	2	0	1	10
Communication	82	42	2	6	4	2	5	5	2	1	1	0	2	1	1	4	1	1	0	0	0	2
Electric, Gas, and Sanitary Services	90	33	11	7	3	6	3	5	4	2	2	0	4	2	1	0	1	1	0	0	1	4
Wholesale Trade-Durable Goods	807	309	36	38	35	29	29	33	35	33	29	28	36	11	11	12	10	9	4	3	6	71
Wholesale Trade—Nondurable Goods	766	321	32	36	25	26	31	28	20	25	21	28	20	15	7	9	9	9	6	5	3	90
Building Materials and Garden Supplies	371	125	22	15	11	21	14	13	20	13	8	11	11	11	6	6	6	2	4	1	2	49
General Merchandise Stores	181	51	11	9	12	10	9	6	9	5	2	6	4	9	1	4	3	2	2	2	1	23
Food Stores	941	209	46	69	64	45	44	43	53	42	43	41	34	20	18	13	6	10	6	6	13	116
Automotive Dealers and Service Stations	1,035	330	65	59	72	63	49	37	37	28	32	36	41	19	20	18	7	15	9	9	10	79
Apparel and Accessory Stores	318	101	22	16	19	17	10	11	15	9	9	11	8	7	8	5	0	5	2	3	1	39
Furniture and Home Furnishings Stores	295	99	16	16	15	11	10	11	14	11	7	16	10	6	4	3	6	3	5	3	1	28
Eating and Drinking Places	1,071	163	43	55	45	52	41	57	47	47	38	69	35	34	28	30	19	18	20	17	10	203
Miscellaneous Retail	1 004	315	64	40	54	37	37	44	37	42	33	48	38	14	12	15	13	7	10	7	7	130
Banking	71	37	6	6	11	2	4	2	1	1	0	1	0	0	0	0	0	0	0	0	0	0
Credit Agencies Other Than Bank	197	54	22	32	24	15	15	11	9	7	3	1	0	0	0	0	0	0	0	0	0	4
Security, Commodity Brokers and Services	46	12	3	2	0	1	1	2	2	3	6	8	1	1	0	0	1	0	1	0	2	0
Insurance Carriers	93	62	8	5	2	2	2	2	0	1	0	0	2	2	0	2	0	1	0	0	0	2
Insurance Agents, Brokers and Service	288	113	28	15	27	15	9	15	8	8	7	9	11	3	6	1	3	0	1	2	0	7
Real Estate	469	131	26	39	23	17	12	13	19	16	15	24	22	17	4	10	2	2	4	6	5	62
Combined Real Estate, Insurance, Etc.	68	27	7	11	8	2	2	0	0	0	0	3	1	0	0	2	0	0	1	0	0	4
Holding and Other Investment Offices	46	16	7	5	2	2	5	1	1	1	1	1	1	0	0	0	0	0	0	0	0	3
Motels and Other Lodging Places	657	108	31	35	40	34	34	28	28	27	31	23	25	14	16	19	12	9	9	7	10	117
Personal Services	534	198	41	37	25	18	18	20	24	13	17	25	18	7	7	9	0	9	4	2	2	40
Business Services	359	67	16	11	16	11	14	18	16	20	11	23	24	11	10	9	7	2	4	6	4	59
Auto Repair, Services, and Garages	405	89	20	19	30	30	20	25	19	22	11	20	22	6	10	5	2	3	4	4	4	40
Miscellaneous Repair Services	169	37	9	5	8	11	9	2	3	7	8	8	7	7	1	3	2	4	3	3	2	30
Motion Pictures	61	32	2	2	2	1	1	0	2	0	2	5	1	0	1	0	0	0	1	0	1	8
Amusement and Recreation Services	261	37	8	22	15	18	10	11	12	7	8	8	18	3	3	2	5	4	3	4	2	61
Health Services	1,238	204	140	146	99	85	73	63	49	52	55	83	51	14	10	7	14	7	7	7	4	68
Legal Services	373	76	38	33	31	26	21	19	20	15	17	26	11	7	5	3	2	4	1	2	5	11
Educational Services	53	9	3	6	5	2	1	3	3	2	3	4	0	1	3	1	0	0	0	0	0	7
Social Services	165	11	6	6	5	7	6	6	4	13	10	14	10	6	4	5	3	8	4	4	3	30
Museums, Botanical, Zoological Gardens	6	1	0	0	0	2	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Membership Organizations	387	107	33	35	29	22	20	9	19	9	15	11	7	8	3	5	3	2	3	2	2	43
Private Households	22	4	2	0	2	2	4	0	0	0	2	0	2	0	0	1	0	0	0	0	0	3
Miscellaneous Services	286	58	15	13	11	12	14	10	11	14	15	17	19	2	5	4	1	1	2	7	6	49

Maine Department of Manpower Affairs
Bureau of Employment Security
Manpower Research Division

Table 4

UC Deputies' Decisions by Type of Case, 1979
(Includes Determinations, Redeterminations, and Requalifications)

Type of Case	Total Number	Percent of Total	Allowed		Disqualified	
			Number	Percent	Number	Percent
Total	66,710	100.0	36,678	100.0	30,032	100.0
Employment Status	535	0.8	167	0.5	368	1.2
Able and Available	10,177	15.2	4,817	13.1	5,360	17.8
Work Search	2,279	3.4	440	1.2	1,839	6.1
Dependency Allowances	197	0.3	7	0.1	190	0.6
Earned Wages	642	1.0	262	0.7	380	1.3
Institute of Higher Education	355	0.5	122	0.3	233	0.8
Voluntary Quit	17,054	25.6	6,839	18.6	10,215	34.0
Retirement	170	0.3	37	0.1	133	0.4
Labor Market Area Removal	20	0.0	16	0.1	4	0.0
Discharge, Misconduct	7,375	11.1	4,973	13.6	2,402	8.1
Refusal of Offer	1,759	2.6	926	2.5	833	2.8
Refusal of Referral	635	1.0	340	0.9	295	1.0
Employer Unable to Contact	6	0.0	2	0.0	4	0.0
Call-In Response	9	0.0	2	0.0	7	0.1
Single Claimant Labor Dispute	447	0.7	82	0.2	365	1.2
Other Remunerations	3,240	4.8	527	1.4	2,713	9.0
Misrepresentations	760	1.1	0	0.0	760	2.5
Discharge for Crime	2	0.0	1	0.0	1	0.0
Reporting Requirements	20,383	30.6	17,065	46.5	3,318	11.1
Seasonality	665	1.0	53	0.2	612	2.0

PUBLICATIONS:

The following free publications are available:

1. Maine Manpower
2. Women and Minority Labor Force in Maine
3. Directory of Labor Market Information
4. Maine Occupational Licensing Requirements
5. Maine Occupational Outlook to 1985
6. Maine Occupational Staffing Patterns by Industry
   a. Wholesale and Retail Trade
   b. Manufacturing
   c. Nonmanufacturing Except Trade, Government, Hospitals and Regulated Industries
   d. Government
   e. Railroads, Trucking and Warehousing, and Transportation by Air
7. Maine Occupational Wages in Manufacturing Industries
8. Labor Force Estimates For Maine Cities and Towns
9. Monthly Labor Market Information Newsletters
10. Annual Planning Information Report
    a. Androscoggin County
    b. Aroostook County
    c. Cumberland County
    d. Kennebec County
    e. Penobscot Consortium
    f. York County
    g. Balance of State

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	8,231,719		11,269		8,220,450	
State Share of Retirement	1,403,004		1,426		1,401,578	
Prof Service, Not By State	245,044		32,160		212,884	
Computer Service, By State	18,117				18,117	
Other Prof Serv, By State	8,366				8,366	
Travel Expenses, In-State	190,801		101		190,700	
Travel Expense, Out-State	39,167				39,167	
Operation—State Vehicles	4,964				4,964	
Utilities	517,696		10,324		507,372	
Rents	748,664		39,309		709,355	
Repairs	125,071				125,071	
Insurance	1,681				1,681	
General Operating Expense	71,649		41,622		30,027	
Fuel	16,637				16,637	
Other Supplies	347,740		6,327		341,413	
Unemployment Comp Benefit	61,623,279				6,733,051	54,890,228
Public Assistance Grants	4,600,730		782,606		3,818,124	
Pensions	61,888				61,888	
Buildings & Improvements	3,500				3,500	
Equipment Purchases	159,997				159,997	
Trans. to Gen.-Fund Sta-Cap	85,662		4,732		80,930	
TOTAL EXPENDITURES	78,505,376		929,876		22,685,272	54,890,228

MAINE EMPLOYMENT SECURITY COMMISSION

ROBERT E. PENDLETON, JR., CHAIRMAN

Central Office: 20 Union Street, Augusta *Telephone:* 289-3029
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: The Maine Employment Security Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, make expenditures from the Unemployment Compensation Fund, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Employment Security Commission consists of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The program of this unit is included with that of the Maine Department of Manpower Affairs, Bureau of Employment Security, Unemployment Compensation Division.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Maine Department of Manpower Affairs, Bureau of Employment Security, and are not accounted for separately.

STATE EMPLOYMENT AND TRAINING COUNCIL

WESLEY R. DAY, CHAIRPERSON
JANE C. WEED, EXECUTIVE DIRECTOR

Central Office: 283 State Street, Augusta *Telephone:* 289-2686
Mail Address: Statehouse Sta. #82, Augusta, Maine 04333
Established: May 23, 1979 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168A; *Citation:* Exec. Order FY 79 #14
Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The major responsibilities of the State Employment and Training Council, as mandated by the federal Comprehensive Employment and Training Act (CETA), are to continuously review and evaluate CETA and state agency employment, training and related services; to work toward the coordination of such programs, including consultation with the Maine Advisory Council on Vocational Education; to submit a public Annual Report to the Governor and to issue other appropriate reports and studies; to comment at least annually on the plans of CETA prime sponsors and state agencies providing employment, training and related services; to participate in the development of the Governor's Coordination and Special Services Plan; and to provide the CETA prime sponsors with specified planning information.

The SETC also serves as grant planner and manager for the Governor's Grants under Titles II and IV of CETA.

An Executive Order dated May 23, 1979, reiterates most of these responsibilities, and states that the SETC's overall responsibilities are to assist in the development of employment and training policy, to review Federal and State legislation relating to the employment and training system, and to plan and manage designated Governor's discretionary funds.

ORGANIZATION: The State Employment and Training Council, first known as the State Manpower Services Council, was created by the Comprehensive Employment and Training Act of 1973. The State Manpower Services Council and the Balance of State (Office of Maine CETA) planning council were originally one and the same; in 1976, when two counties broke away from the Balance of State area to become independent prime sponsors, the State Manpower Services Council and the Balance of State Planning Council were separated, under federal regulation, and assumed separate sets of responsibilities.

The State Manpower Services Council was renamed the State Employment and Training Council in June of 1978, and remained within the Executive Department until Executive Order 14FY 78/79, dated May 23, 1979, transferred the Council into the Department of Manpower Affairs, with the Council Director reporting directly to the Commissioner of Manpower Affairs.

PROGRAM:

Grant Management. The SETC functions on a federal fiscal year beginning October 1 and ending September 30. During FY '80, the SETC was funded through a $144,263 allocation under CETA, and in addition was responsible for the Governor's Coordination and Special Services Grant ($679,803), Supplemental Vocational Education Assistance ($453,202), Education Linkages Grant ($193,667), and the Statewide Youth Services Grant ($227,312), all discretionary grants under CETA.

Among SETC's major activities during the state fiscal year were the planning, management, and monitoring of these grants. Although targeted at different areas of services—statewide coordination, vocational education, CETA/education linkages, and youth—all the grants have as their general purpose the supplementation and augmentation of existing employment and training services.

Coordination. Tasks within this category have three goals: the promotion of greater cooperation among CETA and related programs, the provision of technical assistance to employment and training service deliverers, and the sharing of information. FY '80 activities included the organization of meetings and conferences at which CETA representatives and the staff of other programs were brought together to explain their respective programs and operating standards, and to discuss ways in which their different services could more effectively serve common target groups. Examples include the Department of Education and Cultural Services, Community Action Agencies, Private Industry Councils, the Maine Commission for Women, and Job Service.

Council comments on CETA prime sponsors' and state agency annual plans are also aimed at increased coordination, as are the Council's membership on the Maine Occupational Information Coordinating Committee, the Maine Advisory Council on Vocational Education, and various other advisory councils and work groups.

Research. Research activities deal with statistics and issues. Aggregation and analysis of statewide CETA data, contributions to county and state planning documents, and economic and population information are examples of statistical SETC studies. Chief among issue-oriented research are the implications of state and federal legislation for the provision of employment and training programs, the status of new initiatives, the status of CETA services to target groups, and the development of the Governor's Annual Employment and Training Report.

Balance of the State Fiscal Year. SETC activities for the balance of the fiscal year will continue those outlined above.

PUBLICATIONS:

1979 Annual Employment and Training Report to the Governor
Statewide Annual Planning Information—1981
Employment and Unemployment Among Maine Youth—January, 1979

Stimulating Maine's Agriculture through Employment and Training Resources—October, 1981 (expected)

Longitudinal Labor Profiles of Maine's Youth—October, 1981 (expected)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYMENT AND TRAINING COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	108,691				108,691	
State Share of Retirement	18,347				18,347	
Prof Service, Not By State	1,140				1,140	
Other Prof Serv, By State	149				149	
Travel Expenses, In-State	3,312				3,312	
Travel Expense, Out-State	4,795				4,795	
Operation—State Vehicles	117				117	
Utilities	5,808				5,808	
Rents	7,596				7,596	
Repairs	75				75	
Insurance	3,609				3,609	
General Operating Expense	27,776				27,776	
Other Supplies	3,765				3,765	
Grants to Pub. & Priv. Orgs.	378,226				378,226	
Equipment Purchases	1,270				1,270	
TOTAL EXPENDITURES	564,676				564,676	

BUREAU OF LABOR

MARVIN W. EWING, DIRECTOR

Paul Lovejoy, Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41
Average Count—All Positions: 44 *Legislative Count:* 40
Organizational Units:
- Board of Boiler Rules
- Stationary Steam Engineers & Boilers Examining Committee
- Board of Occupational Safety and Health
- Board of Elevator & Tramway Safety
- State Apprenticeship Council
- Minimum Wage Rate on Construction Projects Board

PURPOSE: The Bureau of Labor and Industry was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor and Industry was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

PROGRAM: The Bureau of Labor is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Manpower Affairs with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Safety and Health, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Division of Research and Statistics. The following are the major programs of this division:

Census of Maine Manufacturers: A survey of manufacturing firms requesting data relative to value of product, gross wages, number of workers, number of workers covered by union contract, capital expenditures, exports and imports. Data received is tabulated by industrial classification, county, civil division, economic data, and plant size, and is published annually.

Directory of Maine Labor Organization: A directory of Maine labor organizations listing the locals and their addresses, and the current officers with their addresses and telephone numbers.

Minimum Wage Rate on State Construction Projects: Wage data is obtained from construction firms by mail survey and used as a basis for the predetermination of wage rates for construction workers on State contracts of $10,000 or more.

Occupational Injuries and Illnesses Statistical Program: An annual survey of business firms conducted in cooperation with and partially funded by the U.S. Department of Labor, Bureau of Labor Statistics. Injury and illness statistics are tabulated, incidence rates calculated and published, along with additional data.

Supplementary Data System: An annual program of coding selected data contained in the Employer's First Report of Occupational Injury or Occupational Illness submitted to the Workers Compensation Commission. This data is then processed by computer and the tables published.

Division of Minimum Wage & Child Labor. The Maine minimum wage was increased on January 1, 1980, to $3.10 per hour. It is scheduled to increase again on January 1, 1981, up to $3.35. Although minimum wage has increased annually since 1969, the number of employees who received back wages in 1979 was one-fifth of those for 1969. However, the amount of wages paid to employees because of the employer's refusal or inability to pay due to bankruptcy was more than double the amount of minimum wage and overtime violations in 1979 as compared to 1969. This indicates that employers are more aware of the minimum wage and overtime laws, but they are financially unable to pay or they are seeking ways of avoiding payment when the employees terminate their employment.

The new Maine Wage Assurance Fund became effective September 14, 1979. This assures payment of one week's wages earned by employees when the employer terminates his business and there are no assets to pay employees, or the employer has filed bankruptcy.

On September 14, 1979, the new Maine State law pertaining to employment of child labor in agriculture became effective. However, this new coverage did not include those minors employed in the planting, cultivating or harvesting of field crops or other agricultural employment that is not in direct contact with hazardous machinery or hazardous substances.

Stuffed Toys, Bedding and Upholstered Furniture. There were 83 new registration certificates issued for manufacturers and importers to sell stuffed toys in Maine during 1979. This represents an increase of 7½% over the previous year. There was also an increase of 6½% in the number of registrations to sell bedding and upholstered furniture in Maine during 1979.

More than $50,600 was paid back to 442 employees during the past year by employers who were in violation for not paying minimum wage, overtime, unpaid wages and vacation pay. We have found employers to be cooperative in correcting these violations in most cases with very few prosecutions. The number of inspections decreased by 240 over the previous year with 914 fewer violations. Again, we feel that this is because the employers have become more aware of the minimum wage and child labor laws and in most cases they intend to comply.

Again, there was an increase in the cost of operations for the Wage & Hour Division, but with the addition of minimum wage coverage for public employees, child labor in agriculture and an increase in registrations and tests for Bedding; Upholstered Furniture and Stuffed Toys, the Bureau's enforcement duties were not impaired.

The following is a statistical summary of Wage & Hour Division activities:

Inspections	11,969
Violations, Total	4,352
Work Permits Approved	7,790
Minimum Wages & Overtime Paid to Employees	$14,955.58
Unpaid Wages & Vacation Pay to Employees	$35,656.52
Registration Fee, Bedding; Upholstered Furniture	$22,655.00
Registration Fee, Stuffed Toys	$ 7,155.00

LICENSES, PERMITS, ETC.:

Registration: Bedding & Stuffed Toys.

Permit: Learner Permit for Work, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 10 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 3 (free)
Bedding; Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Census of Maine Manufacturers
Occupational Injuries and Illness Survey
Directory of Maine Labor Organizations
Characteristics of Work-Related Injuries and Illnesses in Maine
Maine Labor Laws—available at $5.00 per copy

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	559,352	518,748			40,604	
State Share of Retirement	93,708	86,477			7,231	
Prof Service, Not By State	123				123	
Computer Service, By State	7,283	2,741			4,542	
Other Prof Serv, By State	2,549	2,474			75	
Travel Expenses, In-State	53,877	46,172			7,705	
Travel Expense, Out-State	5,417	460			4,957	
Utilities	10,568	10,122			446	
Rents	884	884				
Repairs	1,190	1,075			115	
Insurance	85	85				
General Operating Expense	24,609	17,722	58		6,829	
Other Supplies	3,683	2,846			837	
Misc. Grants to Individual	5,134		5,134			
Equipment Purchases	2,439	810			1,629	
Trans. to Gen.-Fund Sta-Cap	4,878	34	4		4,840	
TOTAL EXPENDITURES	775,779	690,650	5,196		79,933	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. The PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board subsequently became the Maine Labor Relations Board and acquired responsibility for administrating the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory admendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and the amendments thereto for the Maine Maritime Academy as of October 1, 1976. The aforementioned restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector continues to be the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. The busiest area of activity by percentage increase involves unit determination requests which were up 64% from FY 1979 reporting period. Part of this increase can be attributed to statutory changes in the form of "An Act to Clarify Unit Clarification Procedures Under the Municipal Labor Relations Act" which was enacted as Chapter 199 of the Public Laws of 1979. This legislation opened the door for unit clarification petitions at a time other than during the 90-60 day period prior to contract expiration. Accordingly, part of the increase in unit determination proceedings can be attributed to the increased number of filings of unit clarification petitions.

On the matter of bargaining agent representatives, the Board sustained a marked increase in bargaining agent election requests which were up 19% for FY 80. Decertification election requests were down 21% in FY 80 compared to the previous year. Bargaining agent election requests have continued to increase in each year of the past five years, with increases ranging from 9% annually to 100% annually. This statistic indicates a continuing trend on behalf of employee groups or employee organizations to attempt to formulate additional bargaining units in the public sector. Because of the relatively static size of the state employee work force and their bargaining units and the statutorily formulated bargaining units under the University of Maine Labor Relations Act, virtually all of the new activity is in the municipal sector. Accordingly, experience shows that the level of expertise in municipal sector labor relations runs the gamut from a mature and sophisticated relationship on the one hand while, in other instances, it reflects initial organizational attempts and problems with the awareness of implications of the bargaining obligations contained in the Municipal Public Employees Labor Relations Act.

Decertification election requests decreased by 21% during FY 80. While this reflects fewer attempts to decertify bargaining agents, the trend may be examined from two perspectives. First, a decrease in the number of filings for decertification elections may be said to represent a more mature relationship between labor and management. Conversely, several of the decertification matters administered by the Board have represented relatively large bargaining units. This points to a situation where there has been disenchantment with large-sized bargaining units rather than with small and/or ineffectively administered bargaining units.

All of the three labor relations acts administered by the Maine Labor Relations Board contain dispute resolution techniques and impasse resolution procedures. In each instance, these involve mediation, fact finding and interest arbitration. While the interest arbitration process is administered by and through the desires of the parties after they have completed mediation and/or fact finding, the agency directly administers the first two phases, i.e., mediation and fact finding. Both of these phases indicated increases in the demand for services during the past year. Specifically, mediation case filings increased by 21% and fact finding requests increased by 9%. Both increases are attributed to additional bargaining units being formulated in the municipal sector and a greater push towards fiscal austerity or fiscal responsibility on behalf of bargainers. As a result of these two situations, more cases have required the assistance of mediation personnel and have been subject to the impasse resolution techniques of fact finding and interest arbitration. The mediation success rate was 56% during FY 80, consistent with the success rates for the years FY 75-78 and some 11% less than the 67% settlement rate for FY 79. The reduction in the success rate from the prior fiscal year but consistent with those fiscal years prior to FY 79 is attributed to more cases outstanding as of the preparation of this report, more austere financial conditions facing municipal and state budget personnel, and more issues being submitted to the mediation and/or fact finding process. The mediation statistics reflect only those cases in which there has been a complete settlement of all outstanding issues. Therefore, if there were several issues in the mediation case with all issues except one being resolved by the mediator, that case does not show as a positive statistic.

The most time-consuming and staff-intensive activity of the Board involves prohibited practice complaint proceedings. While the number of prohibited practice complaints filed in FY 80 was down 22% from the prior fiscal year, this is a misleading figure since the prior fiscal year, FY 79, showed an increase in prohibited practice complaint filings of 97%. With the exception of FY 79, more prohibited practice complaint proceedings were filed in FY 80 than any other fiscal year during the existence of the Board, and exactly one hundred prohibited practice complaint cases were involved in active docket management and administration during the past fiscal year. Prohibited practice complaint proceedings continue to be the most time-consuming activity of the Board and its staff because of details in docketing, arranging hearings before the Board members, processing pre-hearing conferences, arranging for hearing locations, arranging for post-hearing memoranda, and the research and preparation involved in the decisions themselves. While it might be expected that some areas of activity will stabilize with the maturing of the relationship between labor and management proponents, the agency anticipates that prohibited practice complaints will remain at filing levels equivalent with or exceeding those of FY 80 since the Maine Labor Relations Board is being looked upon more frequently to develop policy and assist the parties in creating and maintaining an effective labor-management relationship with each other.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	151,317	151,317				
State Share of Retirement	19,701	19,701				
Travel Expenses, In-State	13,536	13,536				
Travel Expense, Out-State	254	254				
Utilities	3,555	3,555				
Repairs	225	225				
General Operating Expense	6,234	6,234				
Other Supplies	605	605				
Equipment Purchases	1,185	1,185				
TOTAL EXPENDITURES	196,612	196,612				

STATE ADVISORY COUNCIL
(Manpower Affairs)
DAVID W. BUSTIN, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082.
Average Count—All Positions: 9 *Legislative Count:* 9
Organizational Units: None.

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held ten meetings during fiscal year 1980, to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $2,199.56 in FY 80 and are, by administrative decision, included with those of Maine Department of Manpower Affairs.

PANEL OF MEDIATORS
PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 965
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently seven appointees to the Panel of Mediators.

PROGRAM: Ninety-eight mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators in FY 1980. This reflects a 21 percent increase over the 81 cases filed in the prior fiscal year. The continuing high level of mediation use over the past several years clearly reflects the acceptance of this dispute resolution device by the labor relations community. The members of the Panel of Mediators achieved major accomplishments through the application of mediation for contracts involving university and state employees. While the contracts for university and state employees involved collective bargaining agreements for large bargaining units, the most frequent use of mediation services continues to be at the municipal level for municipal or school employees. More than 60 communities and public entities received services from the Panel of Mediators in FY 1980.

There were a record 171.5 mediation-man-days devoted to 81 of the 98 mediation matters which had been concluded during FY 80. This calculates to an average of 2.11 mediation-man-days per case. Using the average of 2.11 mediation-man-days per case, the total man-day requirement for mediation services, based on mediation requests filed, would approximate 207 mediation-man-days per fiscal year. With the increasing skills of the parties and the increasing attention devoted to the fiscal climate, we anticipate that the mediation-man-day requirement for FY 1981 will remain close to or above 200 mediation-man-days per year. The level of 2.11 mediation-man-days per case employed in FY 1980 reflects a slight decrease from 2.2 mediation-man-days per case in FY 1979. For the period FY 1975 through FY 1978, the number of mediation-man-days per case was less than 2.0; however, that period represented less attention to budgetary and fiscal constraints on behalf of many negotiators. While the 171.5 mediation-man-days devoted to all mediation cases in FY 1980 represents a record high, we anticipate that the demand for services will continue to remain in the vicinity of 200 mediation-man-days per year in the immediate future.

The success or settlement rate for the Panel of Mediators was 56 percent during FY 1980. While this represents a slight decrease from the extraordinary settlement rate of 67 percent in FY 1979, it compares favorably with the settlement rates for the period FY 1975 through 1978 which ranged between 51 percent and 59 percent annually. We do note that more complicated issues are being referred to mediation and that members of the Panel of Mediators are being challenged by technical questions involving scope of bargaining and the identification of mandatory subjects for bargaining. Notwithstanding the increasing responsibilities placed on members of the Panel of Mediators, we believe that the increasing experience and sophistication of many negotiators along with the successes achieved in mediation will continue the trend of more and more disputes being referred to mediation as a means for settlement. The referral of such matters to members of the Panel of Mediators reflects not only acceptance in the mediation process but also confidence in the skills of the individuals who are serving as members of the Panel of Mediators.

FINANCES, FISCAL YEAR 1980: 26 MRSA, Sect. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $18,207 in FY 80, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATIONAL COORDINATING COMMITTEE

DAVID W. BUSTIN, COMMISSIONER MANPOWER AFFAIRS
GERARD P. BILODEAU, Executive Director

Central Office: Stevens School Admin. Bldg., Hallowell
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333 *Telephone:* 289-2331
Established: August, 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168B; *Citation:* Exec. Order FY 79 #13
Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The central purpose of the MOICC is to promote coordination, cooperation, and communication among member Maine agencies in the development of a statewide career and occupational information system. This system will embody integrated sub-systems of information, will be based on uniform definitions and on standardized methodologies and occupational classifications, and will be designed to meet the common occupational information and data needs of vocational education and manpower program planners and administrators, and the career information needs of individuals, particularly CETA target groups, students and unemployed youths, who are involved in career decision-making or job search activities.

ORGANIZATION: The MOICC was created as a result of four Federal legislative acts—the Education Amendments of 1976, the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, the Comprehensive Employment and Training Act as amended in 1978, and by an Executive Order of the Governor. Statutory Committee membership is prescribed by the legislation and the Executive Order and consists of the Commissioner of the Department of Manpower Affairs, the Commissioner of the Department of Educational and Cultural Services, the Commissioner of the Department of Human Services, and the Chairperson of the State Employment and Training Council. The Department of Manpower Affairs serves as the MOICC's fiscal agent, and the Executive Director reports to that Department's Commissioner. Although grant approval and special purpose funding functions remain with the four statutory members, other agencies may be invited to participate as associate members in order to broaden the perspective of the Committee in coordinating the development and use of a comprehensive career and occupational information system. Associate members of the Committee consist of the following individuals: the President of the Maine Development Foundation, the Commissioner of the State Department of Personnel, the Director of the State Development Office, the Executive Director of the Office of Maine CETA, the Director of the State Planning Office, and the Director of the Division of Community Services. A formal inter-agency agreement among the four statutory Committee members was signed in 1977, but actual Committee operations did not begin until the hiring of staff in November, 1978. Through a recent Executive Order, the Commissioner of the Department of Manpower Affairs was designated as Chairperson of the Committee.

PROGRAM: The MOICC received $170,000 from the Governor's four percent CETA discretionary funds to implement a computerized career and occupational information system on a demonstration basis at selected sites throughout the State. The computer terminal sites served diverse user groups within a variety of institutional settings such as a job service office, a vocational rehabilitation office, several CETA counseling centers and intake units, urban and rural high schools and secondary regional vocational education centers, and a youth correctional institution.

A substantial part of the project expenditures were applied toward conducting an intensive training and evaluation effort. The overall purpose of the evaluation effort was directed toward (1) measuring the impact of this computerized system on the various users in terms of their goal setting and career decision-making process, on their career and occupational awareness and on their job seeking and problem-solving skills, and (2) assessing the impact of this system on the different counseling programs in terms of the incorporation of this system as a tool in the different counseling program efforts.

In addition to the evaluation effort, the demonstration sites were subjected to close monitoring to ensure that the system was being used as intended and that the logistical aspect of this project was operating smoothly. The whole project proposal and the number of sites (13 sites) was scaled down to a level that would ensure that the MOICC office would be able to manage and control its operation. The answers obtained from the evaluation helped to provide a foundation of knowledge on which to base recommendations on the future direction of this type of delivery mode with respect to the various institutional users in Maine.

Based in part upon preliminary evaluation results, the MOICC successfully competed for a two-year Federal-State matching grant to develop and implement a statewide Career Information Delivery System (CIDS) network. This grant program was sponsored by the National Governors' Association and is being administered by the National Occupational Information Coordinating Committee in Washington, D.C. The CIDS network in Maine will include approximately the same mix of institutional users as during the demonstration project described above, but on a substantially expanded basis. For the initial year of this two-year grant, the Federal share consists of $109,250, while the State share consists of $144,544 from the Governor's CETA discretionary funds administered by the State Employment and Training Council.

The CIDS network will consist of computer terminal sites in some 90 different locations throughout the State serving secondary and post-secondary school students as well as manpower and human service agency clientele. It is expected that the network will become fully operational in September 1980.

Also during FY 80, the MOICC began coordinating the development of an Occupational Information System (OIS) designed primarily to serve the information needs of vocational education and manpower program planners and administrators. The data will provide the basis upon which program planners and administrators can make informed decisions on where to invest increasingly scarce occupational and vocational training monies. The OIS will utilize a computer terminal interactive mode and is expected to become operational during FY 1981.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	62,484				62,484	
State Share of Retirement	10,240				10,240	
Prof Service, Not By State	73,717				73,717	
Computer Service, By State	221				221	
Travel Expenses, In-State	905				905	
Travel Expense, Out-State	1,604				1,604	
Operation—State Vehicles	52				52	
Utilities	2,737				2,737	
Rents	1,708				1,708	
Repairs	345				345	
General Operating Expense	1,436				1,436	
Other Supplies	3,841				3,841	
Equipment Purchases	2,890				2,890	
Trans. to Gen.-Fund Sta-Cap	5,710				5,710	
TOTAL EXPENDITURES	167,890				167,890	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MARVIN W. EWING, CHAIRMAN

LESTER C. WOOD, Director, Occupational Safety and Health

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 7 *Legislative Count:* 9

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Occupational Safety and Health is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Occupational Safety and Health visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

During the year, the division provided speakers for group meetings, conducted safety meetings, and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 80 are as follows:

Total Number of Calls	1,802
State Agency	341
Municipality	933
School District	217
County	11
Water/Sewer District	110
Private/Courtesy	78
7-C-1 Consult	112
Citations	3,348

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $142 in FY 80 and are, by administrative decision, included with those of Bureau of Labor.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

MARVIN W. EWING, DIRECTOR
WILLIAM A. PEABODY, Acting Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Bureau of Labor was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: There were no wage investigations during the year.

The statistics for FY 80 are as follows:

Wage Determinations	225
Appeals Heard	1

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Telephone: 289-2291
Established: 1867
Sunset Review Required by: June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451
Average Count—All Positions: 170
Legislative Count: 170
Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

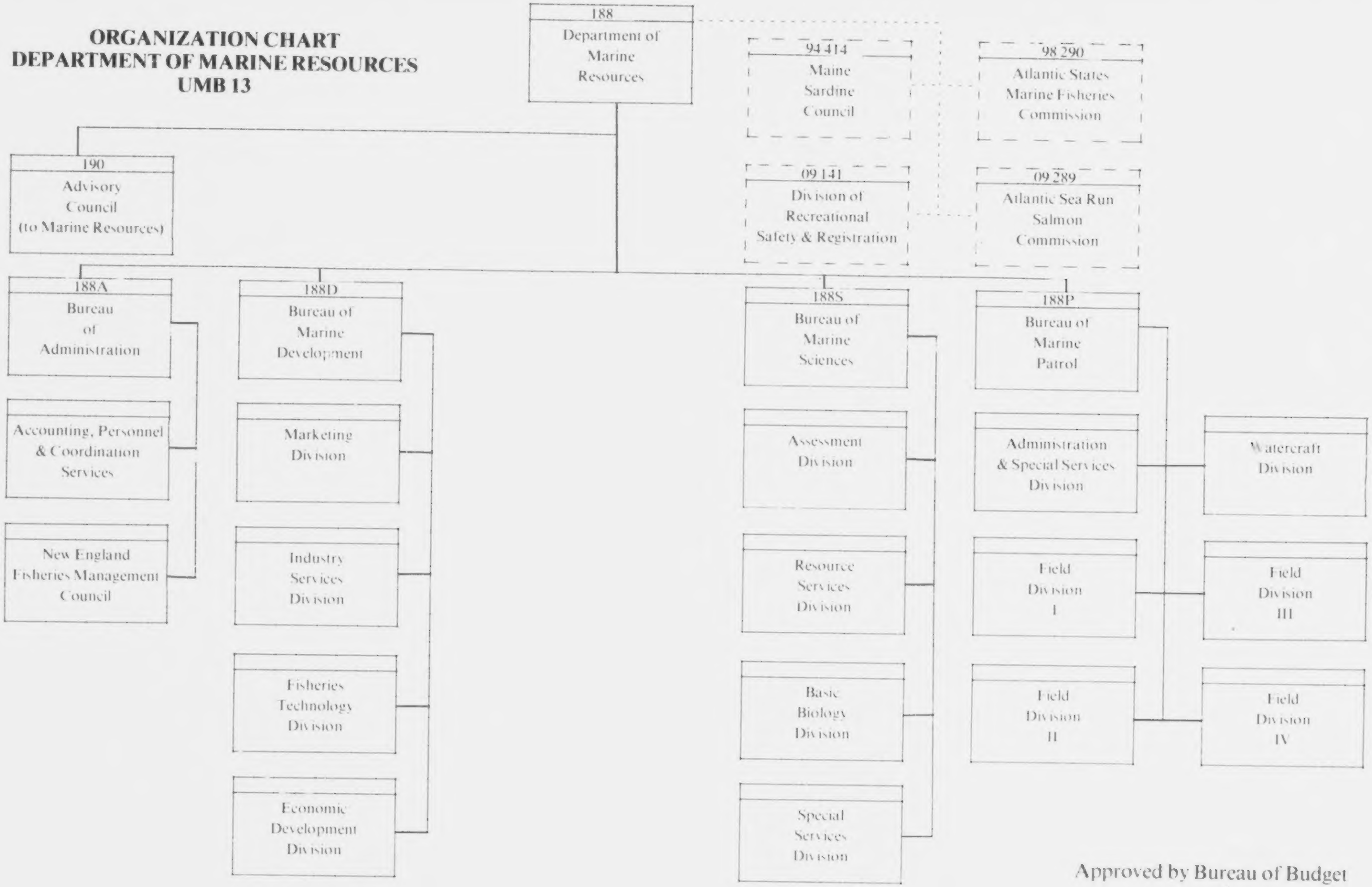
Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all interrelated matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council.

PROGRAM: The continuing impact of one of the most significant and far-reaching developments in the long history of Maine's marine fisheries—the extended United States fisheries jurisdiction, which was created by Congress and implemented in 1977—was apparent during the period covered by this report.

For the Department of Marine Resources, extended fisheries jurisdiction has meant broader responsibilities and steadily increasing environmental, resource, and industry problems. Interstate and state-federal relationships have become more complex as different interests compete for the control of management of the offshore fisheries. It continues to be clear that serious differences of opinion exist not only between domestic and foreign fishing interests, but also between the states and federal officials—and even between some individual

ORGANIZATION CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13


188
Department of Marine Resources
94 414
Maine Sardine Council
98 290
Atlantic States Marine Fisheries Commission
09 141
Division of Recreational Safety & Registration
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Atlantic Sea Run Salmon Commission
190
Advisory Council (to Marine Resources)
188A
Bureau of Administration
Accounting, Personnel & Coordination Services
New England Fisheries Management Council
188D
Bureau of Marine Development
Marketing Division
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Basic Biology Division
Special Services Division
188P
Bureau of Marine Patrol
Administration & Special Services Division
Field Division I
Field Division II
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Field Division III
Field Division IV

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF MARINE RESOURCES

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	2,062,296	1,519,281	194,187		348,828	
State Share of Retirement	480,282	380,172	38,473		61,637	
Prof Service, Not By State	226,664	135,467	35,417		55,780	
Other Prof Serv, By State	32,021	1,314	18,054		12,653	
Travel Expenses, In-State	61,958	29,504	13,891		18,563	
Travel Expense, Out-State	9,139	7,113	931		1,095	
Operation—State Vehicles	169,325	130,309	23,578		15,438	
Utilities	88,944	65,225	19,440		4,279	
Rents	23,579	6,836	—15,455		32,198	
Repairs	48,668	23,608	1,535		23,525	
Insurance	922	597	108		217	
General Operating Expense	65,419	48,288	7,247		9,884	
Food	7,782	2,686	1,547		3,549	
Fuel	40,511	33,246	2,528		4,737	
Other Supplies	176,418	74,061	89,703		12,654	
Pensions	5,991	3,700	581		1,710	
Equipment Purchases	207,488	122,140	65,012		20,336	
Structures & Improvements	57,948	25,459			32,489	
Trans. to Gen.-Fund Sta-Cap	35,017		12,063		22,954	
TOTAL EXPENDITURES	3,800,372	2,609,006	508,840		682,526	

states. One of the primary responsibilities of the Department, therefore, is to make certain that Maine's best interests are vigorously supported in forthcoming negotiations and management decision- making. It is already clear that the new responsibilities created by extended fisheries jurisdiction have created a greater work load on the Commissioner and his staff, especially in view of the fact the Commissioner, ex officio, is one of Maine's members on the New England Regional Council. As a result, certain organizational changes within the Department have been necessary.

Other developments affecting the programs of the Department of Marine Resources include: the adoption by Congress of the Eastland Resolution, establishing a National Fisheries Policy; proposed new shellfish sanitation regulations by the United States Food and Drug Administration; renewal of a property use agreement with the Bigelow Laboratory for Ocean Sciences which shares the Department's facilities at McKown Point, Boothbay Harbor; development of a proposed U.S.-Canadian Boundary Treaty; and growing interest in the development of petroleum resources on the outer continental shelf.

A summary of the programs carried out by the Department's various Bureaus follows.

Bureau of Administration. The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, Equal Employment Opportunity actions, and Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel and equipment; the Coordination Staff oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits. Much of this work is routine, but is vital to the successful operation of the Department.

Bureau of Marine Development. The Bureau of Marine Development has several divisions and component programs.

Division of Marketing and Promotion: The primary purpose of the Division of Marketing and Promotion is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumer interest in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing and Promotion has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and so-called underutilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing and Promotion was established administratively in 1957 through the authority vested in what was then the Department of Sea and Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

In order to provide maximum assistance to Maine's commercial fisheries in the field of product development and marketing, the Division of Marketing and Promotion depends on a variety of funding sources for its activities. A number of basic services are funded by the state. In addition, a motion picture film program, a marketing leads service, product demonstrations and participation in trade shows are funded by federal matching monies.

Audio-Visual Program: Distribution of three films, *Two Faces of the Sea, Maine's Harvesters of the Sea* and *Fresh is Best*, was carried out under contract. The first two films have won a total of seventeen awards for excellence.

Additional black-and-white photographs and color slides have been added to the Department's files and have been used for distribution to the media, and have been used for illustrative purposes at informational presentations, and for reproduction in reports and brochures.

Marketing Data and Product Development: A marketing leads and information service to the Maine commercial fishing industry was continued which provided potential sales opportunities worth many millions of dollars. Work was cooperatively coordinated with the National Marine Fisheries Service and the New England Steering Committee on the implementation of the New England Fisheries Development Program which places special emphasis on underutilized species. Additionally, the Department has obtained a source of overseas marketing leads from the U.S. Department of Agriculture. This has substantially increased the number of possible foreign contacts for Maine industry. The benefit of this is two-fold since foreign markets offer greater demand for species underutilized in the U.S. and, in addition, offers the Maine seafood industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit.

Marketing and product development work was continued on a variety of marine species. Departmental participation in the New England Hotel-Motel and Restaurant Show in Boston stressed sales of cod. Under contracts with the Maine Fishermen's Cooperative Association, product demonstrations were conducted at both the New England Hotel-Motel and Restaurant Show and the Taste of Maine Show in South Portland. Additional species which have been worked on are: mussels, dogfish, adult eels, squid, crabs, quahogs, and whiting.

Information and Education: Informational and educational materials designed to increase the sales of Maine seafood products were prepared and distributed, including brochures, recipe leaflets, news releases, feature stories and photographic materials.

A 20-foot exhibit was utilized at the Eastern States Exposition, West Springfield, Massachusetts, which featured Maine seafood products. Approximately one million people attended the Exposition during September, 1978. Lastly, a total of 214,311 seafood recipe leaflets, booklets and posters were distributed during the fiscal year.

Special Events: The Division aided, cooperated with, and participated in a large number of seafood-oriented events. These included: Maine Shrimp Festival, Boothbay Harbor; Yarmouth Clam Festival; Windjammer Days, Boothbay Harbor; and Maine Seafood Festival, Rockland.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry and state and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the 200-mile Extended Jurisdiction legislation, sea boundary disputes and discussions, wetlands and rivers and harbors dredging proposals, offshore oil drilling and onshore refinery site proposals, and the paralytic shellfish poisoning problem.

Division of Industry Services. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and educational activities.

Division personnel provide staff assistance to the Commissioner in gathering of technical information essential to the development of Department positions on issues critical to marine resources and the fishing industry. Division personnel serve as Department representatives on state boards and commissions such as the Governors Advisory Committee on Coastal Development and Conservation (CCDC), Soil and Water Conservation Commission, Land and Water Resources Council, Atlantic Salmon Research Committee and the Pesticides Control Board; on Regional Committees such as the New England Steering Committee and the Atlantic States Marine Fisheries Commission; and on Federal Advisory Committees such as the Bureau of Land Management's Biological Task Force.

Environmental impacts are reviewed and processed for the following: Wetlands and Stream alterations, great ponds, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects, and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Anadromous Fish Management and Development: Anadromous fish programs in FY 1980 continued to emphasize habitat protection, resource surveys and investigations, management of town alewife fisheries, and restoration and enhancement of anadromous fish runs. Current programs are designed to increase the availability of anadromous fish spawning habitat, maintain existing runs at optimum levels, establish new runs by stocking of adult spawners, and increase knowledge of life history, habitat requirements, recruitment and exploitation to improve fishery management capabilities.

Fishway Construction: Fishway projects carried out in 1979-80 included construction of the Elm Street fishway on the Royal River in Yarmouth. Completion of this fishway along with a previously constructed fishway at Bridge Street has opened up over 100 square miles of the Royal River to sea run fish species.

The anadromous fish staff continued to work with Central Maine Power Company personnel on the development of final plans for a fishway, trap, and counting station at the company's hydroelectric dam at Brunswick. The fishway will be constructed in conjunction with a major redevelopment of the hydroelectric dam at head of tide on the Androscoggin River. This facility will enable the Department of Marine Resources to reestablish significant commercial anadromous fish runs to the lower Androscoggin River basin for the first time in over 170 years.

Rainbow Smelt Investigations: A creel survey of the winter smelt fishery continued on the

Kennebec River estuary utilizing a stratified random sampling design employed since 1975. A tagging program to determine migratory routes, rates of movement and exploitation rates was also continued. A total of 1121 anadromous rainbow smelt were tagged and released at selected sites on the Kennebec River estuary during the winter of 1979-80. The total of 28 recaptures represented a return of 2.5%. All recaptures occurred within the Kennebec-Androscoggin River estuarial complex. The 1979-80 recapture rate of 2.5% was the best return achieved since the Kennebec River tagging program began in 1975. In previous years, recapture rates ranged from 0.59% in 1975 to 1.15% in 1978.

Shad Management: The shad management program is directed toward reestablishing shad in those areas which historically produced large runs for commercial exploitation. Fall trapping of the Royal River in 1979 yielded juvenile American shad which demonstrated viability of this stocking program. During 1980, 67 adult shad were transplanted from the Narraguagus River in Cherryfield to the Royal River in Yarmouth in a continuing effort to reestablish a native shad run in this southern Maine river. The Kennebec River and tributaries which historically supported a large commercial fishery for shad until the resource was depleted by pollution and dams, was sampled to determine if the shad resource is recovering with the advent of pollution abatement. Adult shad were found to be present in the Abagadasset, Eastern, Cathance, Kennebec, and Androscoggin Rivers.

Sturgeon Investigations: Tagging of shortnose and Atlantic sturgeon was continued to determine population size and migratory habits. In 1979 a total of 64 shortnose sturgeon were tagged. In addition, 5 shortnose sturgeon tagged in previous years were recaptured. Based on data collected to date, the population size of adult shortnose sturgeon is estimated to be 5000 to 6000. Of twenty-six Atlantic sturgeon captured, twenty were tagged and released. An Atlantic sturgeon which was tagged in the lower Kennebec River during 1977 was recaptured off Newport, Rhode Island in 1979. This is the first recapture of an Atlantic sturgeon tagged in the Kennebec River and the first known case of an Atlantic tagged in Maine waters, migrating out of the Gulf of Maine.

Anadromous fish staff continued to evaluate water resource development projects, wetlands alterations, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained ten fishways during the fish migration period and provided technical assistance to 30 coastal towns which control commercial alewife harvesting.

Shellfish Management: Of the 101 coastal communities with producing clam flats 41 have Department approved shellfish ordinances and conservation plans, and 40 of these towns have established municipal licensing systems; 13 of these towns have residential limitation regulations. The towns can regulate the time, location, and amount of clams harvested. The most common amount permitted for non-commercial use is one peck per day.

The towns in cooperation with the Department of Marine Resources and other agencies such as CETA have expanded their shellfish management programs during the last year by using grants from the Federal Coastal Zone Management Office under the sponsorship of the State Planning Office.

The most effective management method has been to rotate open and closed areas in accordance with clam population survey findings in order to regulate digging pressure.

Area Biologists: The area biologists' activities continue to be broad in scope. Environmental impact assessment relative to wetlands, sewage outfalls, aquaculture, dredging and spoil sites represent a major part of the area biologists' activity. Working with coastal towns in developing data for shellfish management is the other majority activity. Participation in the Department's shellfish sanitation, extension service, and educational programs, as well as conducting shellfish management experiments, are other activities of note.

Aquaculture Leasing: Twelve individuals or corporations hold aquaculture leases for twenty-four tracts covering 107 acres; leases have been written but not signed for an additional five operators to hold nine tracts covering 48 acres. Of the eight coastal counties Knox, Cumberland, and York have 5, 10, and 20 acres in aquaculture leases, the remaining signed or pending leases covering 125 acres are in Lincoln County. One lease is for finfish culture, two operators culture mussels almost exclusively, the rest are used primarily for oyster culture.

Seafood Quality and Management Services (Fishery Inspection): Seafood Quality and Management Services is basically an expansion of previous activity and effort directed toward providing more than inspection to the Seafood Industry. Two separate programs were operated during 1979, i.e.; Shellfish Sanitation under the tripartate, cooperative National

Shellfish Sanitation Program; Fish and Fishery Product Inspection and Quality Control under an agreement signed with the Seafood Quality and Inspection Division, National Marine Fisheries Service, U.S. Dept. of Commerce (USDC).

The Shellfish Sanitation Program was staffed by two full-time field employees (Seafood Quality Managers) and a Supervisor, Quality Control Manager. Their major responsibilities were evaluation and certification of shellfish shucking, shellstock shipping, and reshipping facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification.

Samples of shellfish, both shucked and in the shell, were collected routinely from 165 certified dealers, who, with 188 vehicles were under continuous evaluation. Cooperation with other departmental, state, and federal employees/agencies, along with investigations, management informational services, and incidental program-related activity rounded out their duties.

The Fish and Fishery Product Inspection and Quality Control program, in cooperation with National Marine Fisheries, continued with one state employee who was cross licensed to carry out the requirements of the federal program, to enforce the grade and standards, and to certify all such products.

The employee worked nearly full-time during the first quarter of 1979, and then worked in relief of the federal inspector for overtime, illness and vacation. Training continued throughout the year for this employee.

Until April 1, 1979, three plants in the Rockland area were part of this employees responsibility. Sanitation inspections were conducted one to three times every week at each Plant.

A new employee was hired and placed in training in early February as a permanent position for this state-federal commitment.

Management consulting service was provided throughout 1979 to two seafood firms engaged in major building programs, and to another owner/operator team seeking informational assistance.

All Seafood Quality and Management Services programs will be continued during the coming year, and the consulting service activity will be expanded as time permits.

The Department licenses and monitors two depuration plants in Scarboro and one in Searsport. In these plants clams harvested from moderately polluted areas are cleansed for 48 hours in water purified by ultraviolet light. During 1979, there were 26,012 bushels of clams harvested and depurated from 25 moderately polluted areas in all coastal counties.

Marine Education: The marine education program was established to help students, teachers and the general public learn more about our marine resources.

During the past year supplemental curriculum materials were developed for use in the K-12 educational program. These consisted of informational materials, slide shows and follow-up activities on the Gulf of Maine, intertidal life and the commercial fisheries.

A marine education course was developed jointly with the UMO, Department of Education and involved 30 teachers. Follow-up activities were conducted with these teachers and their schools during the winter.

Three teacher workshops were presented in coordination with the University of Maine, Maine Maritime Academy and TRIGOM. Each workshop was designed to help teachers develop skills in a variety of marine topics and to help them introduce marine topics into their classes.

Special classroom programs were developed and presented to the schools. These covered such areas as intertidal life; how to buy seafood; the clam; marine geology, and anadromous fish. Directed aquarium programs, laboratory programs, and field trips were also presented.

Efforts to coordinate activities in marine education within the State have been started. A wide variety of groups are involved including the University of Maine, Southern Maine Vocational Technical Institute, TRIGOM, Maine Maritime Academy, The Department of Educational and Cultural Services and various science teachers' organizations. Interest in Marine education is increasing.

Fishery Statistical Information: The staff provided Fishery Vessel catch, value, and employment statistics to local, regional, state, and federal planning groups trying to justify expenditures for construction of fish piers and processing facilities. A successful bond issue was passed in the fall of 1979 to develop these facilities. Coordination of plans with Dept. of Transportation continues.

Development of Fisheries Data Base: To date, most of the data compiled for various users has been manipulated by hand; however last year the University (UMO) and the Department began developing a computerized information system which will help explain Maine's fishery product flows, landed values, prices and contributions of fishing to Maine's economy. The new system should provide such information in a more accurate and timely fashion.

Fisheries Management Plans and Offshore Oil Development: Historical sections of the interim Groundfish Management Plan and the State of Maine's "Groundfish Management Plan" were researched and written. Biological and historical catch data for Georges Bank is being compiled to enable staff members to make reviews and recommendations concerning the effects of offshore oil exploration and development upon Maine's fisheries.

Coastal Zone Management Program: The Department of Marine Resources' component of Maine's Coastal Program, administered by the State Planning Office and funded by the Office of Coastal Zone Management, Dept. of Commerce, encompasses a variety of planning pilot programs and some field research. The coastal bottom trawl survey, a standardized annual study to derive biological data on commercial groundfish species, has been funded by the CZM program grant.

During the past year the CZM program has included preliminary work on the development of a computerized biological data base for the storage and retrieval of summarized data on Maine's commercial and recreational fish and shellfish resources. Other projects in the program include a characterization study of the marine recreational fisheries of Maine. Summarized characterizations have also been completed for soft shelled clams, scallops, lobsters, blue mussels, crabs and shrimp. These characterizations are, essentially, planning profiles to score as a basis for the development of preliminary management strategies.

The coastal zone program has provided resources for the preliminary development of a program for economic data collection and analysis. These data will be used for assessing the economic implications of major management decisions, coastal development and habitat alterations. These data are also vital for the development and implementation of species management plans. All of these planning projects have been undertaken to enhance DMR's ability to properly manage the living marine resources of the territorial waters of Maine. Modern fisheries management is in essence bioeconomic assessment of the fisheries and the selection of appropriate management strategies and the Coastal Zone Program has provided the means for this synthesis.

Miscellaneous: Other staff activities included: Preparation of aquaculture leasing files for litigation; Public notices for hearings; and information "packets" for articles appearing in the "Wall Street Journal," Down East Magazine," "Boston Herald," and other publications.

Catch and value data was compiled for Maine and U.S. fisheries that will be affected by the pending U.S.-Canadian boundary treaty.

Fisheries Technology Division. The DMR Fisheries Technology Division, formerly the Marine Extension Service, was established administratively through the authority vested in the Commissioner of Marine Resources, in January 1966 as a joint project with the U.S. Bureau of Commercial Fisheries under the Research and Development Act, Public Law 88-309. In March, 1970 a National Oceanic and Atmospheric Administration (NOAA) Sea Grant support proposal was approved and funded, enabling the Division to hire additional field agents to supplement the positions funded under PL 88-309.

For the past few years the project has been operating with a staff of seven. The five field people are stationed at various locations along Maine's coast and the director and a secretary are located at the Department's laboratory in Boothbay Harbor.

Throughout FY 80, the Fisheries Technology Division has provided information to the fishing industry concerning the latest developments in management, harvesting, and processing of fisheries resources; provided technical assistance; and developed and demonstrated modern equipment and methods to improve utilization of fishery resources.

Projects conducted by extension personnel during the last year have included:

Demonstration of Harvesting Gear for Ocean Quahogs and Surf Clams: Over the past several years the Division has developed suitable gear for harvesting ocean quahogs (*Arctica islandica*) and surf clams *(Spisula solidissima)*, and has made surveys of these species in several areas along the Maine coast in anticipation of commercial harvesting feasibility. This equipment has been demonstrated to fishermen who were interested in gearing-up for the fishery.

Two-Boat Trawling: Technical assistance on two-boat trawling techniques for adult herring continued to be provided to the Maine fishing fleet operating out of Gloucester, Massachusetts. A report was prepared which included maps showing locations of catches and observations off the Massachusetts coast.

An Extension agent from the Virginia Institute of Marine Science was also trained by a DMR Fisheries Technology agent for the purpose of introducing two-boat trawls in Virginia waters.

Bottom Trawl Evaluation: An English Gemini bottom trawl was evaluated for use aboard two-boat trawlers and aboard a stern trawler. After considerable testing, the trawl was found to be unsuitable for use in Maine waters.

Estuarine Surveys: Fisheries Technology personnel on the R.V. *Explorer* began an extensive survey of fishery resources in Penobscot Bay. Emphasis was placed on monitoring the abundance of the shrimp, *Pandalus montagui*, and of flatfish. The abundance and movements of oversize lobsters were monitored by the use of large fish pots.

A survey of 18 large alewife runs in Hancock and Washington Counties was carried out in the spring of 1979. Management problems were discussed with the alewife harvesters.

Support Activities for Research Projects: The Fisheries Technology vessel, R.V. *Explorer*, and its crew were used as support for various research projects. During the winter, shrimp larvae survey tows were made in the Sheepscot River, and trips were taken to Monhegan to collect bottom samples for Bigelow Laboratory's paralytic shellfish poison research. The *Explorer* crew conducted a groundfish survey from Saco Bay to Sheepscot Bay and tagged groundfish in the Sheepscot Bay area, in support of the groundfish assessment program.

Other support activities carried out by the *Explorer* included the setting and monitoring of a temperature buoy in Sheepscot Bay, as part of the shrimp research project, and serving as a support vessel for the DMR dive team which tagged and monitored lobster and scallop populations.

Information Display: Division personnel organized, prepared, edited, and reproduced approximately 30 papers and pamphlets on DMR's activities for distribution at the Fishermen's Forum in March. Additional mailings were also made to Forum participants.

The Division also cooperated with the Time and Tide Resource Conservation and Development Project in setting up informational displays for use in fishermen's cooperatives.

Administrative Support: Division personnel wrote Department news releases, drafted correspondence, reviewed special license applications, and coordinated paralytic shellfish poisoning notification procedures.

Publications: Fisheries Technology personnel continued to write the DMR newsletter which appears in the monthly newsletter, *Maine Commercial Fisheries.*

A 72-page *Index to DMR Publications from 1946-1978* was produced and distributed, and a 1979 addenda sheet added.

A 25-page booklet, *Sources of Financial Assistance Available to the Maine Fishing Industry,* was also produced.

Other Activities: Numerous other small projects were carried out, including gill-netting for baitfish, assistance in the development and submission for funding of a proposal to evaluate the sea urchin industry, participation in an advisory agent workshop in New Hampshire, compilation of catch observations aboard commercial vessels, evaluation of the whiting fishery, and compilation of information on fuel-efficient fishing methods.

Considerable time was spent responding to requests for information on fishing methods, gear, and the status of the fisheries.

Division of Economic Development. Initially staffed in December, 1979 this new Division was created to design and implement a groundfish industry revitalization program. This program is a direct response to the Governor's emphasis on natural resource development, the voters' authorization of a bond issue to finance fish pier development, and the earlier enactment of the 200 mile limit. The revitalization program now concentrates on the groundfishery because this segment of the fishing industry has the greatest potential for contributing increased growth to the Maine economy. Growth is expected in the form of increased activity in harvesting, processing and related marine activities. The industry growth strategy involves organizational development of the component parts of the groundfishery in a way which provides the industry with more direct and profitable access to new markets. The strategy also stresses careful quality control and brand identification for fresh Maine groundfish.

To assist in the implementation of the revitalization strategy the Department has enlisted the services of the Maine Development Foundation, a state-chartered development corporation specializing in innovative public-private ventures. The Foundation's ties with the private sector together with its management and development expertise will enhance the possibility of new groundfish business ventures beneficial to the Maine economy. The Foundation has assisted in grant procurement to fund the revitalization program. Further the Foundation has assisted in the formation of the third element of the revitalization strategy, the Groundfish Industry Development Team.

The industry development Team is made up of a cross-section of the groundfishery with members representing prominent processors, harvesters, fishing co-operatives, shippers and dealers. Bankers, retail food executives and market experts supplement the fishing interests on the Team. This industry Team represents a degree of realism and experience essential to the success of the revitalization strategy. These individuals, and the broader groundfish industry constituency they reflect, will be the direct beneficiaries of the revitalization program. Since the success of this program depends largely on industry's initiative and eventual participation, both the Department and the Foundation have taken an aggressive support role toward the industry Team.

During the period of this Annual Report, the Groundfish Industry Development Team has met twice. These meetings have resulted in preliminary agreement on problems common to the entire industry. Additionally, they have made significant inroads in dealing with issues of quality control and marketing.

Bureau of Marine Sciences. The Bureau of Marine Sciences was established to provide a scientific basis for the management and rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research; to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public. The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research and management programs and has been reorganized to meet the expanded research and management needs mandated by the Fisheries Conservation and Management Act of 1976.

Management Plans: A management plan for Maine's herring resource was prepared and approved after several public hearings. Gulf of Maine herring stocks, although recovering as a result of the good 1976 and 1977 year classes, are still at a low level and management to prevent expansion of the fishery for adult herring is necessary. The State's management plan provides a closure to fishing for herring containing roe or milt from September 1 to December 31 and also provides a catch quota for fish 9 inches and larger. The plan was coordinated with the New England Fishery Management Council's herring management plan.

Surveys: The Department's patrol and research vessel *Challenge* was used to conduct shrimp and hydrographic surveys, herring tagging, and placement and maintenance of a temperature buoy during summer and fall, 1979. During winter and spring, 1980, it was used in conducting surveys of paralytic shellfish poisoning spores, larval herring, productivity, and hydrography.

The coastwide bottom trawl survey that was begun in 1979 was again successfully completed by DMR Scientific Staff in late spring of 1980 using the chartered dragger, R/V *Fishfinder*. Samples of groundfish were obtained from 48 locations from Kittery to Grand Manan Channel and out to the 60 fathom isobath. The value of the biological data derived from these surveys, such as age and growth, abundance indices, maturity and species distribution increases as the number of successful surveys increase. The data will be incorporated into the expanded biological data base and used for resource assessments and the development of management policies.

Groundfish Tagging: Tagging of groundfish, primarily cod and flounder, continued during the late spring and early summer of 1980 with the R/V *Explorer*. The tagging effort was concentrated in the Boothbay Region because of the known concentration of spawning cod in Sheepscot Bay areas at that time. This program is producing valuable information on the species distribution, migrations and stock identification of several groundfish species.

Alewife Research: Alewife management research dealt with the effects of commercial exploitation on the age composition and stability of selected alewife stocks. The effect of intensive commercial fishing on the Damariscotta Lake alewife stock has reduced the numbers of older fish in the catch to insignificant levels and the fishery is entirely dependent on only two age groups of fish. Reproduction is adequate for the watershed and less than 5% of the available fish escape the fishery and enter the lake to spawn. In 1977, 27,000 fish entered the lake and produced approximately 15 million juvenile emigrants. In 1978 almost twice that number of adults entered the lake although the juvenile emigration was quite similar. The 1979 immigration of adults was less than 21,000 fish and the juvenile production was just under 15 million. The commercial harvest in 1980 was 6800 bushels (800 bushel increase from 1979). Escapement of adult fish from the fishery and into Damariscotta Lake was approximately 44,000. Juvenile production will be measured during the summer.

The expansion of the inshore trawl fishery to supply the European fillet market with alewives and blueback herring is a serious potential problem and the river fisheries for alewives are declining despite adequate levels of reproduction. In 1978 the Damariscotta River alewife catch was down by 40% from the previous year and was only a third of the 1974 catch. The 1979 catch was even lower and the Sheepscot River fishery has also declined significantly in the last four years.

Herring Fishery Sampling: This project has been collecting samples from the Maine herring fishery since 1962. It is funded by a contract from the National Marine Fisheries Service and the primary tasks are to collect herring biological samples and tabulate catch statistics for the entire coast of Maine. The biological samples are collected at the processing plants and delivered to the herring aging project for analysis.

Herring Aging Project: A herring aging project was begun by the Department of Marine Resources on November 14, 1977 under contract from the National Marine Fisheries Service. Samples from the entire Maine commercial herring fishery, previously collected by the Department and transferred to Woods Hole, Massachusetts, are now processed at the Boothbay Harbor Laboratory. Data are recorded on the lengths, weights, sex, and stage of maturity (to pinpoint spawning times) and otoliths are removed for age determination. This extensive commercial sampling program, when coupled with the Department's very thorough catch statistics program, yields a comprehensive overview of the Maine fishery and provides detailed information for management decisions.

Samples are also brought back to Boothbay Harbor from Gloucester and Sandwich, Massachusetts, where they are collected by the NMFS port samplers and personnel of the Massachusetts Division of Marine Fisheries. These samples are processed to provide information on the entire Massachusetts winter pair-trawl fishery and the Jeffreys Ledge purse-seine fishery.

Herring Tagging Program: The Assessment Division is conducting a Juvenile Herring Tagging Project funded by the Maine Sardine Council The purpose of this part of the tagging program is to (1) continue studies of the seasonal migration habits of inshore juvenile herring tagged in the eastern, central, and western inshore sections of the Maine coast and determine whether the migration patterns are predictable, (2) continue laboratory studies directed toward estimating tagging mortality and (3) to continue studies directed toward estimating the success of tag recoveries at the canneries.

We will determine if it is possible to tag brit with a Flag Tag. If our attempts are successful, we will tag brit in the same 3 areas of the coast and determine whether brit tagged in one section of the coast during the summer contribute to the sardine catch in the same area or other areas of the coast during the autumn.

The Juvenile Herring Tagging Project funded by the Maine Sardine Council will be coordinated with the Adult Herring Tagging Project funded by the New England Regional Fisheries Management Council. The objectives of this part of the program are to determine: (1) the migration and seasonal distribution, (2) the recruitment patterns of the larger juveniles, and (3) the stock composition of the adults. During the summer and fall the DMR scientific staff tagged herring at commercial catch locations along the Maine coast.

Larval Herring Research: This project monitored the abundance of larval herring in the Sheepscot River Estuary during the autumn and winter. It monitored the abundance of larval herring in coastal waters from off Machias Bay to Cape Porpoise during the spring as well as the inshore waters of Frenchman Bay, Boothbay and Casco Bay. Data from the larval collections were used to evaluate the year class strength of larvae hatched in 1979 in regard to their expected contribution to the sardine fishery of 1981. Both autumn and spring catches of the 1979 larval year class were low, but not as low as those of the 1978 year class. This low abundance of the 1979 year class was ameliorated by late spawning and the relatively excellent condition of the larvae during February. This excellent condition suggested a high survival. We would place the indicated strength of the 1979 year class above that of the 1978 year class, which previous data suggested was between the strengths of the 1973 and 1975 year classes.

Further information on the strength of the 1978 year class will be available this summer (1980) when it is recruited to the sardine fishery. Catches of 2-year-old sardine herring for 1973 and 1975 year classes were 155-172 million fish or 8100-9451 MT, respectively.

Lobster Research: During 1979, the research team continued the survey of the commercial lobster fishery. The team sampled approximately 15 tons of lobsters during the year. Among many other things, we found that (1) the average carapace length of an individual lobster in the commercial catch was 88.3 mm (approximately 3½ inches), while the average weight was 553 grams (approximately 1.22 pounds, this included an annual cull rate of 5.1% in numbers); (2) the fishermen expended 35.7 million trap-hauls to catch 22.1 million pounds of lobsters, coupled with 2.1 million man-hours of labor (actual time from leaving the dock to returning); (3) the average price per pound was $1.84, this is a $1.12 (155%) per pound increase compared to 1968; (4) the index of stock abundance (catch in numbers per trap-haul-set-over-day) of .19 for 1979 was the highest since 1970 (influenced, in part, by the new law requiring escape vents in all lobster traps); (5) about 18% of the traps used in the commercial lobster fishery were wire; (6) about 74% of the lobster fishermen reported that they were fishing less than 500 traps per boat, while the average number of traps per boat was 326; (7) approximately 58% of the license applications were age 40 and under; (8) about 52% of the lobstermen reported that they fished 6 months or less, while 29% of the applicants stated that they fished the entire 12 months.

Lobster Tagging: We began a small scale lobster tagging study on the natural population of lobsters in an inter and subtidal area. This preliminary study is designed to evaluate the effectiveness of a new tagging procedure and to determine the molt increment and frequency of a wide size range of individual lobsters found in the described area. The tracking of the individually marked lobsters will be accomplished by research personnel using land surveys of the intertidal zone and research gear in the subtidal area. In addition, lobstermen fishing in that district have been alerted so that they might report any recoveries of tagged lobsters.

Other Lobster Activities: Other activities have included such things as: (1) lobster stock assessment work for the New England Fisheries Management Council; (2) attending meetings of the newly formed Lobster Advisory Group which advises the Commissioner on matters concerning the commercial lobster fishery in Maine; (3) discussing the results of our research with members of the fishing industry, legislators, Canadian and U.S. scientists, students, teachers, interested public, radio-TV and newspaper reporters; (4) identifying diseases of lobsters in holding "pounds" in this state, then recommending courses of action for these pound owners; (5) assisting in an evaluation of a vaccine developed by University of Maine at Orono for the prevention of commonly known "redtail" disease of lobsters; (6) advising and assisting retailers on the operation of recirculating and filtering systems for holding live lobsters.

Shrimp Assessment: The shrimp project has conducted an annual summer survey of the shrimp stock in the western Gulf of Maine each year since 1966. The data from this survey and from other sources are used by the Northern Shrimp Scientific Committee of Maine, New Hampshire and Massachusetts to make an annual assessment of this stock. Management recommendations are then made to the Atlantic States Marine Fisheries Commission. The shrimp abundance in the western Gulf of Maine has declined from an estimated 18,000 metric tons in 1973 to an estimated 1,000 metric tons in 1979. Because of this decline, and very poor recruitment, the Scientific Committee has recommended that the fishery remain closed until the stock abundance increases. Reduced fishing mortality should reverse or at least halt the decline in shrimp abundance.

The shrimp project is evaluating the possibility of allowing a limited shrimp fishery even though the shrimp abundance is low. This would be accomplished by limiting the fishing season so that it exploits the female shrimp only after they have released their larvae.

Shrimp Environmental Physiology. Field and laboratory studies continued in an effort to determine the food requirements of shrimp larvae and to investigate the relation between food abundance and survival of shrimp larvae in the environment.

A dramatic increase in the magnitude of the late winter phytoplankton bloom compared with the last few years was accompanied by a three-fold increase in the magnitude and duration of the shrimp larval swarm. A greater percentage of these larvae reached advanced stages than in previous years and stomach analysis indicated that more were feeding. This evidence, though circumstantial, strongly indicates that when hatching larvae find an adequate food supply, survival is improved. The staple food item for early larval stages appears to be the diatoms of the early spring or late winter phytoplankton bloom. The timing of this bloom as well as its magnitude varies from year to year as does also the time of hatching of the shrimp eggs, and for that reason proper synchrony between the two is chancy.

A temperature monitoring buoy was tested during the winter in a deep (250 feet) site in Sheepscot Bay. The prototype functioned satisfactorily after several modifications had been made.

Scallop Research: This project was initiated in 1976 to determine the ages and growth rates of scallops captured by the commercial fishery. Growth rates of scallops in three areas of the Maine coast are being measured by tagging studies. Scallops were tagged, measured and released in each of the three areas. Shells and tags from the tagged scallops were returned through July 1980. The returned shells are measured for growth that occurred between tagging and recapture. Some tagged and measured scallops were placed in protected locations and are being monitored for growth rates.

Shellfish Sanitation Monitoring: This project is responsible for determining the suitability of all shellfish growing areas for the harvest of shellfish. Shellfish are monitored for the presence of coliform bacterian and paralytic shellfish toxin. When concentrations of these organisms exceed levels allowed by law, the areas are closed until the contamination is reduced to acceptable levels. In 1979, about 3,000 samples for paralytic shellfish toxin and 2,000 samples for bacterial contamination were collected and tested.

A contract with the Department of Environmental Protection and the U.S. Environmental Protection Agency supports a project for identifying and documenting the sources of pollution along the entire coast of Maine. By the end of July, 1979, the area surveyed extended from Kittery to Eastport. The contract terminated in 1979.

Clam Tumor Research: A laboratory research project involving the relationship between petro-chemical spills and the development of clam tumors has been completed. This study developed additional information on the suspected relationship between jet fuel contamination at Searsport and the appearance of tumors in the clam stocks in that area. The project terminated in 1980.

Aquaculture: The Research Bureau appointed a staff pathologist to monitor the aquaculture operations for the purpose of controlling diseases and parasites which may be introduced to Maine waters along with cultured species. The pathologist's duties also include the examination of imported or transplanted species for the elimination of predators and to prevent the introduction of undesirable species.

Fish and Shellfish Pathology: We continued our epizootical studies of piscine erythrocytic necrosis (PEN) in finfish along the Maine coast, published a manuscript in the Fishery Bulletin on two diseases of smelt (PEN and *Glugea hertwigi*) set up a histology lab for finfish and invertebrate work, continued investigations on a new parasite in juvenile alewives *(Hexamita)*, found PEN in sea-run lampreys and examined numerous specimens submitted for disease identification from the commercial fishing industry, the aquaculture industry, other DMR projects, town government, Central Maine Power and private individuals. Among the specimens submitted for examination were menhaden, butterfish, shortnose sturgeon, redfin shiners, *Fundulus* (mummichogs), squid, lobsters, mussels, oysters, clams, scallops and polliwogs.

Work was initiated in identifying the etiology of a new disease in deep-sea scallops endemic to the Damariscotta River, Muscongus Bay and Harpswell Sound areas. This disease causes abscesses in the muscles and viscera, and is of commercial importance—one fisherman reported discarding 15-20% of his catch from the Damariscotta River because of this disease.

We collected, performed gross examinations and preserved 970 mussel samples from 16 areas along the Maine coast for our survey on endemic parasites and diseases. Histological sectioning, staining and examination of these samples has begun.

Environmental Monitoring: The project started in mid-October 1973 to continue the work previously carried out by National Marine Fisheries Service. This comprised the continuous recording of 11 environmental variables, the analysis of data, and the dissemination of information to interested scientists.

The recordings were continued during the year. Tabulations and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, barometric pressure, and precipitation were kept up to date, with monthly summaries available shortly after the end of each month. Other data were filed and are available on request.

Annual summaries of data for 1979 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1979, were printed and sent out to the Department personnel, to Bigelow Laboratory staff members, and to other interested parties.

Dissemination of information has been to a regular mailing list and by special requests to foreign, federal, and state agencies; to academic institutions, to businesses, and to private individuals. Monthly summaries are included in the weekly Newsletter of the Department of Marine Resources and published in the monthly trade paper, "Maine Commercial Fisheries" and the local newspaper, "The Boothbay Register."

Green Crab Study: This project started in mid-October 1973 to continue and to expand the work previously carried out by the National Marine Fisheries Service. This comprised mainly the periodic sampling of populations of the green crab and relating changes in its abundance and distribution to changes in the environment. The green crab is of minor commercial value as bait, but is primary importance in Maine has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

The annual fall survey of relative abundance and population characteristics at 22 stations from Kittery to Perry, supplementary winter and spring surveys, and monthly trapping in the Boothbay Harbor area led to the following generalized conclusions:

1) In 1979 both juvenile and adult green crabs showed increases in several areas of the coast. This change is noted after the mean annual sea surface temperature had declined for 3 years.
2) Most of the Washington County coast seems to have escaped severe green crab predation thus far.
3) Several areas of the coast have had excellent survival of 1976 and 1977 year classes of clams.
4) In areas that still fail to have adequate surviving sets of clams, a period of 3 to 5 years of clam scarcity is still predicted after present stocks of large marketable clams are dug out.

Sea Sampling Research: The field sampling of commercial and recreational vessel catches that was initiated in 1979 was continued at a somewhat reduced level in 1980. Most of the sea sampling was in response to specific, immediate data needs in relation to management problems. The sea sampling effort was concentrated on the winter scallop fishery and the spring and summer groundfish fishery.

Bureau of Marine Patrol. The former Division of Enforcement, otherwise known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility in the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

The Division of Enforcement was established administratively through the authority vested in the Commissioner of Sea and Shore Fisheries. The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Division has been an integral segment of the Department throughout its existence.

Reorganization: In recent years it has become increasingly apparent that a restructuring of the Division of Enforcement, which comprised the Coastal Warden Service of the Department of Marine Resources, had become essential if the Division was to adequately meet the ever-increasing demands, new responsibilities and duties created by the changing needs of modern day society. Therefore, the Division of Enforcement's Coastal Warden Service is now the Bureau of Marine Patrol. As the Bureau of Marine Patrol, the Department of Marine Resources' enforcement capabilities will be brought into balance with other State, Federal and local enforcement agencies.

Within the span of two decades the scope of the Bureau's responsibilities has been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment. Drug surveillance and enforcement, 200-mile limit enforcement requirements, and foreign vessel activity are but a few of these new duties and responsibilities. It has also become imperative to align the Department's enforcement arm with other State and Federal agencies in order to keep pace with today's needs, and to afford more efficient and compatible jurisdiction for the increasing number of cooperative multi-jurisdictional enforcement assignments. New responsibilities in the area of environmental control and law and services to the industry and general public are other important reasons for the necessity of updating this Bureau's capabilities.

Some of the new areas of responsibility acquired by the Bureau in recent years in varying degrees of involvement include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, Search and Rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies and, having authority to enforce all State laws, have been called upon often to enforce the law on offshore islands and in other smaller municipalities along the coast of Maine that do not have the benefit of organized law enforcement capability.

In order to better and more efficiently perform its enforcement and protection duties, the new Bureau of Marine Patrol will possess the military rank which is a standardized part of other law enforcement agencies. This will provide for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a captain, who is field Commander and assistant to the Chief; a lieutenant assigned as captain of the 83' patrol/research vessel "Challenge," with two marine patrol officers assigned as crew. In addition, the state is divided into four divisions with a lieutenant in charge of each division. A Marine Patrol sergeant is assigned to each division and they assist the lieutenant and carry out special investigations and assignments. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance, search and rescue missions; also a fleet of 20'-21' fast patrol boats strategically located along the coast of Maine. The 107th and 108th Legislatures increased the authorized strength to 44. One position was eliminated by the 109th Legislature which makes a total complement of 43 as we enter fiscal year 1980. One Marine Patrol corporal is assigned to the offshore island patrol of Penobscot Bay, making his residence on Vinalhaven, and a civilian boat captain operates the 44' patrol boat, "MAINE." Delivery of a new 44' patrol boat is scheduled for the fall of 1980. Finally, included in the reorganization of the Bureau is the Administration and Licensing Division which is headed by a supervisor/secretary, license clerk and an assistant.

Marine Patrol Officer Program: New Marine Patrol Officers are trained and oriented in a comprehensive program that consists of six weeks of Department of Marine Resources law and Department functions, boating safety law and boating techniques, National Marine Fisheries laws, and all other State and Federal laws and regulations relating to the coastal zone. This training is followed by a twelve week Basic Law Enforcement program at the Maine Criminal Justice Academy; three to four months of practical field training with an experienced officer and finally, three to four months of working alone but under the monitorship of supervisory personnel while learning to apply the knowledge gained under the training programs. Field training continues throughout the second year of employment and is followed by periodic in-service training courses throughout the career of each Marine Patrol Officer.

Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity increases and expands each year.

LICENSES, PERMITS, LEASES, ETC.:

License:

- Wholesale Seafood
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Moss (Resident & Non-Resident)

- Scallop Fishing
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Supplemental Lobster Transportation

Special License for:
- Aquaculture
- Research
- Lobster Meat
- Importing Marine Species
- Shellfish Sanitation Certificates

Leases for:
- Aquaculture
- Research

PUBLICATIONS:

HOW TO EAT MAINE LOBSTER—two page leaflet—single copy free—commercial establishments $3.60 per hundred

HOW TO PREPARE MAINE LOBSTER—two-page recipe leaflet—single copy free—commercial establishment $3.60 per hundred

SEAFOOD DISHES FROM MAINE—two-page recipe leaflet—single copy free--commercial establishments $3.60 per hundred

THE MAINE DISH IS MUSSELS—eight-page recipe leaflet (free)

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—Free (supply limited)

BUYERS GUIDE FOR MAINE SEAFOOD—Free (supply limited)

INDEX OF PUBLICATIONS (1946-July 1979) (free)

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA- BAC system.

ADVISORY COUNCIL (TO MARINE RESOURCES)

EDWARD MYERS, CHAIRMAN
JAMES WARREN, Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 3551
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met four times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease and special research permits, changes in fishing regulations, and related matters and special research.

Highlights of issues discussed, decisions reached and action taken by the Council this year included: Discussions of the Department of Marine Resources' role in assisting Maine's commercial fishing industry to take advantage of Extended Fisheries Jurisdiction; the priority needs of the industry; state and federal fisheries legislation; Canadian competition and boundary disputes; Department of Marine Resources' programs and plans; the work of the New England Regional Fisheries Management Council; seafood marketing problems; jurisdictional questions involving various fisheries; State management plans for herring and groundfish; and the actions of an industry lobster committee and a marine worm committee.

LICENSES, PERMITS, ETC.:

24 Special Licenses were issued. These are for research or aquaculture and exempt the holder from one or more Marine Resources laws as to the time, place, length, condition, amount or manner of taking or possessing any marine organism.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $1,796.96 in FY 80 and are, by administrative decision, included with those of the Department of Marine Resources.

MAINE MARITIME ACADEMY

DR. LEONARD C. MEAD, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: Castine, Maine
Mail Address: Castine, Maine 04421
Telephone: 326-4311
Established: 1941
Sunset Review Required by: June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37
Average Count—All Positions: 155
Legislative Count: N.A.

Organizational Units:
- Board of Trustees
- Board of Visitors
- Office of the Superintendent
- Practical Training Division
- Academic Division
- Administrative Division
- Student Affairs Division

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The Maine Maritime Academy is organizationally structured to fulfill its mission in basically the same manner as it was originally conceived in 1941. Although the Academy is now coeducational, its basic mission and objectives remain unchanged. The curriculum has expanded from the wartime emergency of eighteen months (1941-1945) to two years (1946), three years (1948-1959), and four years (1960 to the present). Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by four principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration of the Department of Commerce, being governed by the regulations prescribed in General Order 87 of that agency. Fiscally, the Academy is supported by State appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship, *State of Maine,* is made available to the Academy by the Maritime Administration, which furnishes funding for major upkeep and repairs. The Academy funds the cost of operating the ship on the training cruise and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the fall term, September 1979, stood at 650. Of these 143 were seniors, 147 juniors, 166 sophomores and 194 freshmen. The student body included 18 women. Students from the State of Maine numbered 400 or 62% of the total. There were 245 students from other states or protected territories and 5 students from Liberia. Bachelors degrees were awarded to 141 students graduating seniors in April 1980.

Academy graduates continue to enjoy a wide variety of employment opportunities in maritime commerce, off-shore industries and marine related shore-side positions. All graduates desiring employment had been offered positions prior to or immediately after graduation. Any who were unemployed were so from preference or because they had not completed licensing requirements.

The annual cruise of the State of Maine was obliged to be postponed until late summer 1980 because of emergency repairs carried out on the training ship during the spring of 1980. The ship was scheduled to return to Castine in the last days of June after an absence of four months.

Construction projects continued at the campus throughout the year. Platz Hall, housing the academy library was completed in the summer of 1979 and dedicated in November. Ground breaking for the renovation of Leavitt Hall, a former dormitory of the Eastern State Normal School and the academy took place in November. The renovated and expanded building will eventually house the Center for Advanced Maritime Studies, academy administrative offices and will contain a 300 seat auditorium. It is being financed by a grant from the Kresge Foundation, $400,000 of state funds and additional private donations. In a June referendum, the voters of the State approved a bond issue of $8,000,000, of which $1,000,000 will be made available for a major renovation of the waterfront engineering and boat handling facilities.

Evening programs during the fall and spring terms and an extensive array of courses and special meetings occupy an increasing place in the academy routine, as wider opportunities for adult study and community interests are accommodated at the academy. The addition of these programs assures year-round utilization of the academy facilities.

Student demand for admission continued to grow during the year. By the closing date in early May, 819 applications had been received, compared with 744 in the previous year. The entering freshman class in late August 1980 is expected to number 195, of whom 13 are expected to be female. Approximately 76% of the incoming class will be from the State of Maine.

LICENSES, PERMITS, ETC.:
Bachelor of Science degree.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND OTHER CHANGES
YEAR ENDED JUNE 30, 1980
WITH COMPARATIVE FIGURES FOR 1979

	Current Year			Prior Year
REVENUES	Unrestricted	Restricted	Total	Total
Tuition and fees	$1,397,460		$1,397,460	$1,276,724
Federal appropriation	300,000		300,000	100,000
State appropriation and grants	2,151,436	44,700	2,196,136	2,049,595
Federal grants and contracts	6,646	164,377	171,023	144,586
Private gifts, grants and contracts	79,014	32,190	111,204	67,677
Sales and services of educational departments	30,382		30,382	11,166
Sales and services of auxiliary enterprises	1,858,861		1,858,861	1,809,017
Other sources	183,862		183,862	126,325
Total current fund revenues	6,007,661	241,267	6,248,928	5,585,090
EXPENDITURES AND MANDATORY TRANSFERS				
Educational and general				
Instruction	1,419,652	82,680	1,502,332	1,389,381
Public service	80,804	911	81,715	48,236
Academic support	284,058	16,320	300,378	290,827
Student services	496,604	18,249	514,853	481,565
Institutional support	884,547	928	885,475	779,206
Operation and maintenance of plant	856,910	27,801	884,711	764,415
Scholarships and fellowships	5,480	46,529	52,009	37,019
Educational and general expenditures	4,028,055	193,418	4,221,473	3,790,649
Mandatory transfers for:				
Principal and interest	44,137		44,137	44,863
Loan fund matching grant	1,073		1,073	2,391
Total educational and general	4,073,265	193,418	4,266,683	3,837,903
Auxiliary enterprises				
Expenditures	1,647,566	47,849	1,695,415	1,523,142
Mandatory transfers for:				
Principal and interest	177,863		177,863	175,044
Renewals and replacements	6,100		6,100	8,700
Total auxiliary enterprises	1,831,529	47,849	1,879,378	1,706,886
Total expenditures & mandatory transfers	5,904,794	241,267	6,146,061	5,544,789
Other transfers and additions/(deductions)				
Excess of restricted receipts/(expenses) over transfers to revenues		14,379	14,379	(20,959)
Unrestricted gifts allocated to other funds	(26,700)		(26,700)	(21,109)
Net appropriation of unrestricted resources from/(to) other funds	(75,082)		(75,082)	9,300
Appropriation to debt service reserve fund				(22,269)
Total other transfers	(101,782)	14,379	(87,403)	(55,037)
Net increase/(decrease) in fund balance	$ 1,085	14,379	15,464	(14,736)

MAINE MARINE RESOURCES COMMISSION

CHAIRMAN—VACANT
WALTER A. ANDERSON, State Geologist

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 060A; *Citation:* 1973 Leg. order, 654

PURPOSE: The Maine Marine Resources Commission was established to advise the Governor and the several departments, bureaus, and offices of the State as to problems associated with the marine resources of the State; study, evaluate, and make recommendations on the administration of the marine resources of the State; and participate on behalf of the State of Maine, on request of the Governor, in the conduct of negotiations leading to the determination of marine geographical boundaries of the State.

ORGANIZATION: The Maine Marine Resources Commission was created by SP654 of the 105th Maine State Legislature in June, 1973. The Commission is comprised of five members, three of whom are appointed by the Governor and two of whom are ex officio: the Commissioner of Marine Resources, and the State Geologist.

PROGRAM: The primary activity of the commission has been in the matter of the marine boundary determination between Maine and the provinces of New Brunswick and Nova Scotia. Such work has involved meetings and consultations with representatives of the office of Legal Adviser, Department of State, Washington, D.C., Office of the Attorney General of Maine, and contractual investigation and reports prepared by consultants expert in the matter of marine boundaries.

During FY 1980, the Commission has not been active. US-Canada boundary negotiations were ongoing between U.S. and Canadian state departments, with advisors from affected interests included. A treaty was awaiting Congressional ratification in June 1980, but it appeared that strong disagreements might prevent a final agreement.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

DORIS L. ORESTIS, CHAIRMAN

Central Office: 60 Brooks Ave., Lewiston, Maine 04240 *Telephone:* 782-1700
Mail Address: Box 768, Auburn, Maine 04210
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

PROGRAM: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and up-date, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,550		5,550			
Prof Service, Not By State	1,608		1,608			
Travel Expenses, In-State	1,808		1,808			
Travel Expense, Out-State	1,571		1,571			
Utilities	592		592			
Rents	2,687		2,687			
Repairs	67		67			
General Operating Expense	1,283		1,283			
Food	16		16			
Other Supplies	221		221			
Trans. to Gen.-Fund Sta-Cap	1,171		1,171			
TOTAL EXPENDITURES	16,574		16,574			

MAINE MEDICAL LABORATORY COMMISSION

HOWARD E. LIND, Ph.D., M.P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets only when necessary. There were no meetings during FY 80.

Several organizations have indicated interest in applying for licenses, but are waiting possible passage of the Federal Clinical Laboratory Improvement Act (CLIA). With this passage there will be conflict between the Maine Medical Laboratory Act and CLIA 80, which will necessitate amendments to be introduced to the existing Maine Medical Laboratory Act at the next legislature.

LICENSES, PERMITS, ETC.:

License:
  Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to less than $100.00 in FY 80 and are, by administrative decision, included with those of the Bureau of Health.

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
SALLY HAGGETT, COUNCIL CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34 M.R.S.A., Sect. 2003
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Mental Health Advisory Council was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory group to the Bureau.

ORGANIZATION: In 1977, 34 M.R.S.A., Section 2003, (the legislation which created the Committee on Mental Health) was repealed and in its place a new Section 2003 was enacted providing for a Mental Health Advisory Council consisting of 30 members appointed by the Governor for 3 year terms. The Council selects its own chairman, is comprised of at least 60% non-providers of mental health services, and meets bi-monthly.

PROGRAM: The Council meeting agendas encompass matters involving broad policy and program issues. The Council is informed of major problems and makes suggestions for their resolution. During 1980, the Council actively supported legislation calling for the separation of Corrections from the Department and the creation of a new Department of Corrections, and a Community Mental Health Services Act.

The Council talked directly with the Governor concerning the qualifications of a new Commissioner, reorganization of the Department, and participated in the selection of a new Bureau Director. Members also met with the Governor's Special Advisor, Dr. Alan Elkins. Furthermore, the Council supported a planning grant to give technical assistance to Community Mental Health Centers, and reviewed the proposal for a private psychiatric facility in southern Maine.

The Council continued with their Good Practices Project to honor outstanding mental health programs, and established a Distinguished Service Award to recognize persons who make outstanding contributions to mental health in Maine.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

KEVIN W. CONCANNON, COMMISSIONER
VACANT, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor* 4 *Telephone:* 289-3161
Mail Address: State Office Building, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 2,708 *Legislative Count:* 2,792

Organizational Units:

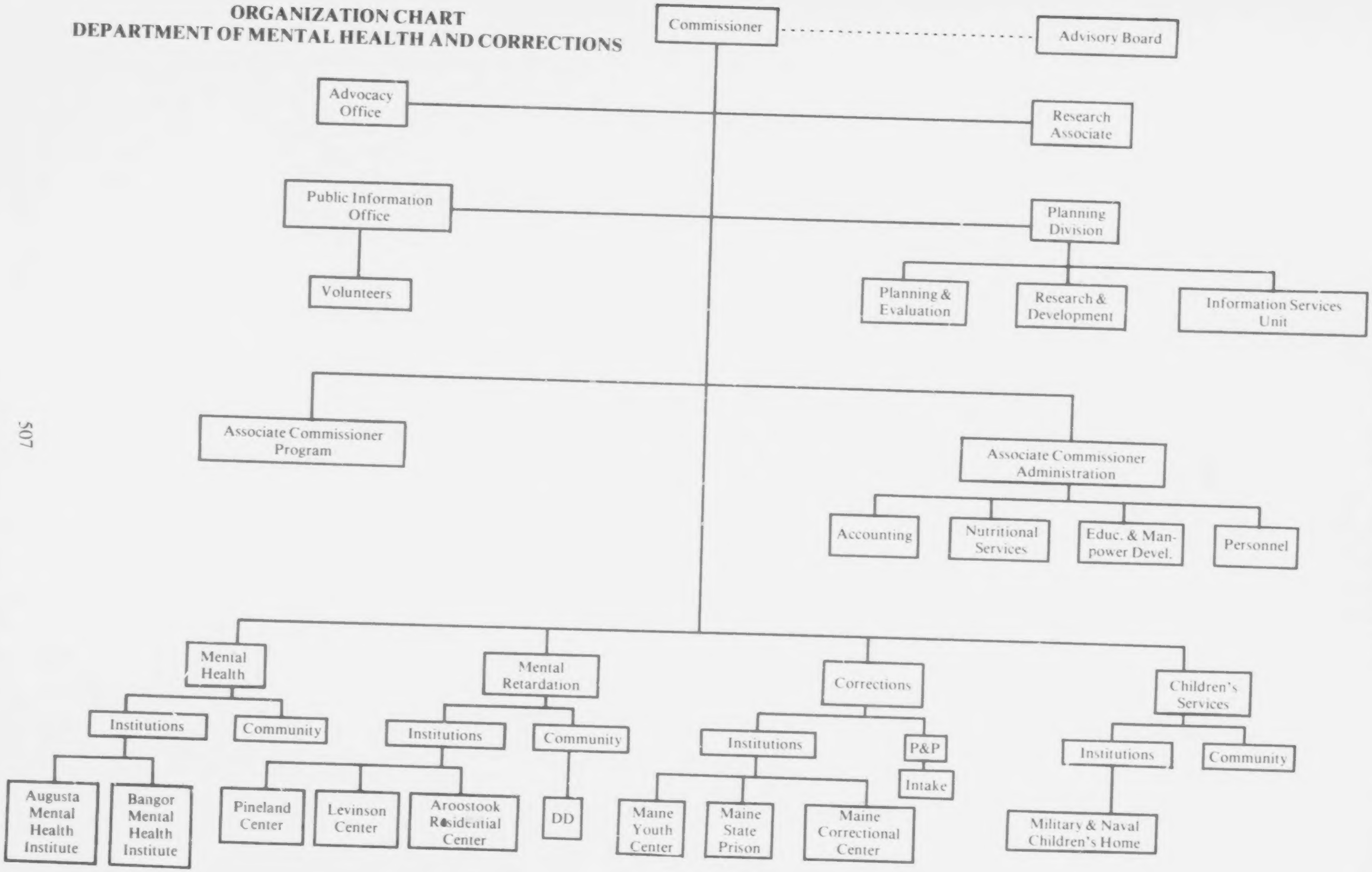
- Bureau of Mental Health
- Committee on Mental Health
- Bangor Mental Health Institute
- Augusta Mental Health Institute
- Bureau of Mental Retardation
- Bureau of Corrections
- State Parole Board
- Planning and Advisory Council on Developmental Disabilities Services
- Maine Committee on Problems of the Mentally Retarded
- Interstate Compact on Mental Health
- Uniform Act for Out-of-State Parolee Supervision
- Interstate Compact on Detainers

PURPOSE: The Department of Mental Health and Corrections was established to enhance the qualify of life for the mentally handicapped, the developmentally disabled and the public offender by helping them to meet their needs for personal, social, educational, vocational and economic development, and to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons committed to its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, officers and employees, and patients and inmates of the State institutions within its jurisdiction. Furthermore it performs such acts relating to the care, custody, treatment, relief and improvement of the inmates of the institutions as are not contrary to the law, and enforces all laws concerning the institutions.

ORGANIZATION: The Department of Mental Health and Corrections, so named in 1957, was established in 1939 as the Department of Institutional Service. The 1939 legislation transferred the State's mental health, penal and correctional institutions from the jurisdiction of the Department of Health and Welfare. These institutions are under the general administrative supervision of three statutorily-based bureaus within the Department: Bureau of Mental Health, created in 1959; Bureau of Mental Retardation, created in 1967; and Bureau of Corrections, created in 1969. The State Parole Board was placed within the Department in 1959, and a statutory Division of Probation and Parole was added in 1967. A Division of Administrative Services was created by executive action in 1974. A Juvenile Intake Program was authorized with the passage of the Juvenile Code in 1978.

Advisory Committees to each Bureau were appointed to supplement the Boards of Visitors previously active at the Institutions. These Institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed within a State department, include: Augusta Mental Health Institute, Bangor Mental Health Institute, State Military and Naval Children's Home, Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, Maine State Prison, Maine Correctional Center, and Maine Youth Center. In 1976, the Legislature abolished Stevens School/Women's Correctional Center accepting and approving a Correctional Reorganizational Plan reallocating those resources toward other pressing needs, namely, Probation & Parole, Pre-Release, and the Maine State Prison.

ORGANIZATION CHART
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS


Commissioner
Advisory Board
Advocacy Office
Research Associate
Public Information Office
Volunteers
Planning Division
Planning & Evaluation
Research & Development
Information Services Unit
Associate Commissioner Program
Associate Commissioner Administration
Accounting
Nutritional Services
Educ. & Man-power Devel.
Personnel
Mental Health
Institutions
Community
Augusta Mental Health Institute
Bangor Mental Health Institute
Mental Retardation
Institutions
Community
Pineland Center
Levinson Center
Aroostook Residential Center
DD
Corrections
Institutions
P&P
Intake
Maine Youth Center
Maine State Prison
Maine Correctional Center
Children's Services
Institutions
Community
Military & Naval Children's Home

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	35,962,470	34,959,612	102,041		833,999	66,818
State Share of Retirement	6,377,802	6,202,657	18,542		145,009	11,594
Prof Service, Not By State	8,254,364	7,734,588	233,201		285,875	700
Computer Service, By State	114,842	69,485	24		45,333	
Other Prof Serv, By State	2,844	3,849	—1,250		225	20
Travel Expenses, In-State	467,982	448,769	3,346		15,822	45
Travel Expense, Out-State	45,752	29,343	470		15,883	56
Operation—State Vehicles	277,788	265,550	6,913		4,989	336
Utilities	1,040,461	1,019,320	1,512		18,228	1,401
Rents	156,983	153,427	1,230		2,326	
Repairs	584,495	471,391	98,412		1,302	13,390
Insurance	10,937	8,106	2,411		45	375
General Operating Expense	324,710	284,905	2,099		37,620	86
Food	1,693,367	1,670,619	8		22,740	
Fuel	1,930,933	1,930,933				
Other Supplies	1,423,340	1,255,662	100,769		48,805	18,104
Depreciation	13,662					13,662
Highway Materials	2,040	227	1,813			
Grants to Pub. & Priv. Orgs.	2,270,507	2,065,583	162,546		42,378	
Public Assistance Grants	304,847	261,858	1,429		41,560	
Misc. Grants to Individual	69,783	1,243	68,540			
Pensions	464,940	464,874			66	
Land and Land Rights	1,649	1,649				
Buildings & Improvements	1,654,691	1,296,696	351,950			6,045
Equipment Purchases	666,167	424,763	184,271		53,650	3,483
Structures & Improvements	59,395	27,961	30,710			724
Chgs. to Asset/Liab. Accts.	2,330		2,075			255
Transfer to General Fund	87,808				87,808	
Trans. to Gen.-Fund Sta-Cap	19,796	1,965	7,049		9,677	1,105
TOTAL EXPENDITURES	64,286,685	61,055,035	1,380,111		1,713,340	138,199

PROGRAM: The Department's program has several aspects:

Planning. With an emphasis on program and resource development, the Planning Division performed several functions significant to the Department's long-term ability to provide quality services. The Bureaus of Corrections, Mental Health, Mental Retardation and Office of Children's Services were each assisted by the Planning Division's functional areas of resource and plans development, evaluation and research and information services.

Planning staff were assigned to Pineland Center and the State Prison in order to develop plans, policies and procedures and fiscal summaries for staffing, programs and general operations schedules. These major projects reflected Departmental priorities for these two institutions. Resource development activity resulted in over $1.5 million in additional resources for the Department's service system. Community residential programs for the chronically mentally ill and maximizing use of federal funds through Title 19 represented major areas of activity. The ACA standards grant was augmented by funds to revise county jail standards.

Plans development activities, in addition to institution projects, included an updated five-year state mental health plan, a community support systems action plan and juvenile code administrative plan and evaluation report.

During FY 80 the Corrections Management Information System completed development phases and the Probation and Parole system converted many records to an automated system. There were a number of additions begun to the Budget Control System to improve effectiveness of that system. Also during the fiscal year the first community mental health client characteristics data was collected through a newly developed reporting system.

Personnel and Budget. Major personnel activity during fiscal year 1980 involved the promotion of the Bureau Director of Mental Retardation to Commissioner and the appointment of a new Bureau Director. In addition, the Bureau Director of Mental Health resigned and a new person was appointed. Other changes included the appointment of a new Superintendent at the Pineland Center and the resignation of the Warden of the Maine State Prison. A search is underway to fill that position as well as that of Associate Commissioner for Programs which remained vacant during the entire year.

An Affirmative Action Officer position was created and filled during FY 80 and the new person responded quickly by implementing an Affirmative Action Plan which was approved and accepted by reviewing authorities.

Fiscal activity during FY 80 was primarily involved with the expansion of federal reimbursement through Title 19 in the areas of Mental Retardation and Mental Health. Significant progress has been made with the development of the ICF/MR category, but much remains to be accomplished in order to maximize Title 19 reimbursement for services being provided in Mental Health and Mental Retardation both in the community and in our institutions.

A contracting mechanism for children's services at the residential treatment centers is nearly complete and is being developed in conjunction with the Department of Human Services and the Department of Education and Cultural Services. A single source contract and funding process will be finalized during FY 81 and should result in improved coordination between the three departments. During FY 80 we further refined our contracting mechanism with the Community Mental Health Centers and expect to improve on that process during FY 81.

Volunteer Services. The Department relies on community involvement in implementing its goal of maximum normalization. Volunteer Services seeks to heighten the sense of community and to develop a cooperative effort among all the peoples of Maine by allowing for the fulfillment of human needs through shared experiences. Volunteer Service works to establish an effective system of voluntary efforts, which supplement and support the ongoing services provided to Departmental clients. A myriad of volunteer opportunities exists within the department's institutions and in Maine communities: socialization, recreation, celebration, group projects, religion, administrative, self-help and helping, returning to the community, education, arts/crafts/humanities, advocacy and transportation.

LICENSES, PERMITS, ETC.:

License:

Mental Health Facilities

PUBLICATIONS:

State Mental Health Plan
Juvenile Plan
Adult Corrections Master Plan
Developmental Disabilities Plan
All the above are free of charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	1,341,175	1,326,781	6,974			7,420
State Share of Retirement	208,956	206,397	1,321			1,238
Prof Service, Not By State	71,772	49,874	21,898			
Computer Service, By State	8,798	8,798				
Other Prof Serv, By State	—737	513	—1,250			
Travel Expenses, In-State	63,447	63,447				
Travel Expense, Out-State	6,130	6,130				
Operation—State Vehicles	1,740	1,740				
Utilities	51,678	51,678				
Rents	24,688	24,688				
Repairs	453,287	378,029	68,928			6,330
Insurance	1,800	1,800				
General Operating Expense	41,367	41,221	146			
Food	1,662,541	1,662,541				
Fuel	1,930,580	1,930,580				
Other Supplies	59,319	7,376	47,253			4,690
Public Assistance Grants	3,780	3,780				
Pensions	7,418	7,418				
Land and Land Rights	1,649	1,649				
Buildings & Improvements	1,420,679	1,295,776	118,858			6,045
Equipment Purchases	27,622	23,983	584			3,055
Structures & Improvements	43,881	12,447	30,710			724
Transfer to General Fund	87,808				87,808	
Trans. to Gen.-Fund Sta-Cap	4,869	1,965	2,904			
TOTAL EXPENDITURES	7,524,247	7,108,611	298,326		87,808	29,502

OFFICE OF ADVOCACY (MH & C)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34 M.R.S.A., Sect. 1A
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Corrections to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance, with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments.

ORGANIZATION: The function of advocacy began in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. This was a function created administratively. In 1975 the 107th Legislature created the "Office of Advocacy" by passing legislation mandating its functions statutorily.

At the present time the Office of Advocacy consists of advocates at the Augusta Mental Health Institute and Bangor Mental Health Institute, Maine Correctional Center/Maine Youth Center, Pineland Center and two Community Advocates serving the Bureau of Mental Retardation clients. The Chief Advocate also serves as advocate at the Maine State Prison. Furthermore, the Office of Advocacy provides legal services to individual clients in institutions administered by the Department who are experiencing specific legal problems which result from their inability by freedom of movement to deal effectively with those problems.

PROGRAM: The Office of Advocacy during FY 80 has been actively involved in receiving and investigating complaints from clients in institutions and the community. Currently the Office of Advocacy is handling approximately 4800 complaints yearly.

The Office has also participated in policy formation and review and in the legislative process to address the need for increased attention to client rights and client service issues. The Office has also been active in informing interested citizens of the rights and needs of clients of the Department and has trained and assisted service providers in methods to secure and protect clients' rights.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A)—free

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St., Presque Isle
Mail Address: Box 1285, Presque Isle, Maine 04769 *Telephone:* 764-4104
Established: 1972 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34 M.R.S.A., Sect. 2633
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Aroostook Residential Center was established to provide training, education and residential accommodations for mentally retarded persons from Aroostook County. The Center is responsible for providing five-day-a-week residential accommodations for mentally retarded persons from Aroostook County. Residents attend programs in the Central Aroostook area which provide planning and coordination of programs for mentally retarded persons in Aroostook County, and make their services available to any mentally retarded person, subject to administrative policies adopted by the Director of the Bureau of Mental Retardation.

ORGANIZATION: The Aroostook Residential Center was established in 1971, but did not begin operation until October, 1972. Dedication of the building as the Aroostook Residential Center occurred on December 15, 1972.

In the organization of the program, the Director of the Center also serves as Regional Administrator for the Bureau of Mental Retardation. The only other professional level position in the Center is a Registered Nurse who functions within the residence as a health screening and clinical supervisor of health and dietary programs. All other positions are in the paraprofessional category of houseparent. These positions are designed to offer mimimum coverage when there is maximum resident occupancy. The Center restricts admission to moderately and mildly disabled individuals due to significantly high resident to staff ratios.

PROGRAM: Pre-admission staffings are made by the Aroostook Residential Center for potential clients. These include a multi-disciplinary approach to clients in order to develop specific program recommendations. After the client has been admitted, periodic reassessments, including new program recommendations, are carried out by the staff of the Center.

Residential placement is considered under the following programs:

1. Nine-month-per-year residency for children attending the Opportunity Training Center or the Helen P. Knight School for Multiple Handicapped.
2. Respite Care, providing up to two weeks of residential services to families who are in need of either temporary or emergency placement of their developmentally disabled child or adult.
3. Residence for adults attending either a sheltered workshop or adult day-activities program.
4. Transition Program for Pineland Center residents who are returning to the community.
5. Transition Apartment Program to help teach severely handicapped adults the skills of independent living.

Residential programming includes such aspects of group living as development of daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization (to help the adult client learn to live in the normal mainstream of society), and basic adjustment to more advanced stages of independent living.

The Regional Mental Retardation Services Office will be located within the Center and will provide the services of Home Training, Information, Screening and Referral, Public Guardianship, Residential Placement and Adjustment, Individual Prescriptive Program Planning and Protection and Support Services.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	101,216	100,049	1,167			
State Share of Retirement	17,377	17,161	216			
Prof Service, Not By State	1,453	1,453				
Other Prof Serv, By State	5	5				
Travel Expenses, In-State	3,037	3,037				
Operation—State Vehicles	2,175	2,175				
Utilities	8,293	8,293				
Rents	1,328	1,328				
Repairs	916	916				
Insurance	42	42				
General Operating Expense	2,487	2,487				
Other Supplies	4,184	4,184				
Equipment Purchases	8,260	8,260				
Trans. to Gen.-Fund Sta-Cap	45		45			
TOTAL EXPENDITURES	150,818	149,390	1,428			

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
MILLARD A. HOWARD, Assistant to the Superintendent

Central Office: Hospital Street, Augusta *Telephone:* 622-3751
Mail Address: Box 724, Augusta, Maine 04330
or: Statehouse Sta. #80, Augusta, Maine 04333
Established: 1840 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34 M.R.S.A., Sect. 2101
Average Count—All Positions: 579 *Legislative Count:* 597
Organizational Units:

Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

PURPOSE: The Augusta Mental Health Institute (AMHI) was established to treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens who require long-term 24-hour psychiatric services from communities in Somerset and Kennebec Counties; Franklin, Oxford and Androscoggin Counties; Cumberland County; York, Sagadahoc and Lincoln Counties; and Knox and Waldo Counties.

The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization of the mentally ill. The Institute is empowered, subject to the availability of suitable accommodations to receive and provide care and treatment of a mental illness of any person on an informal basis. In addition, the Institute may receive an individual under written application and certification of a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a District Court. The Institute accepts transfers from other hospitals for the mentally ill, both in-state and out-of-state, upon order of the Commissioner of the Department of Mental Health and Corrections.

The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment under the above procedures for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Augusta Mental Health Institute was established in 1840 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, community mental health centers were established, which made possible a redefinition of the Institute's role.

The Institute is organized internally in functional treatment units designed to serve as the long-term or extended care component of comprehensive, community based mental health services and which also serve as the backup to six community mental health centers' inpatient units. These Augusta Mental Health Institute units include: an Admissions Unit which provides rapid evaluation and crisis management, a Transitional Unit which provides intensive psychiatric care for up to six months, a Rehabilitation and Reentry Unit which provides intensive social and vocational rehabilitation for those with continuing psychiatric disabilities, an Adolescent and Young Adult Unit which provides a psychiatric inpatient hospital level of care for those patients between the ages of 12 and 20, and a psychiatric Nursing Home Unit which provides care for those psychiatric patients requiring primarily nursing home care but whose psychiatric problems are not yet resolved to the extent that they can be placed in nursing homes in the community.

PROGRAM: In FY 80 the Augusta Mental Health Institute continued to serve as an integral part of the continuum of mental health services for two-thirds of the population of the State of Maine. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1955, and is approved for all Federal third-party reimbursement programs. The number of admissions in this fiscal year was 996.

During the fiscal year the Augusta Mental Health Institute continued to refine and improve programming tailored to the needs of the severely mentally disabled. The quality of life for patients who require extended hospitalization was improved through a concentration of effort in the living environment on the ward areas. By assuring minimum penetration into the extended psychiatric care system by means of continued effective use of the specialized Admissions Unit, AMHI maintained a median length of stay for admissions of 13 days, and held the inpatient population at 295 compared to 298 in the previous year. For those patients requiring continued care, the diversity and quantity of rehabilitation programs were expanded in cooperation with other human service agencies. Continuing refinements in the evaluation system were implemented to assure the optimal utilization of resources.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,341,968	7,261,990	34,965		45,013	
State Share of Retirement	1,274,939	1,260,838	6,417		7,684	
Prof Service, Not By State	263,936	237,006	5,529		21,401	
Computer Service, By State	29,448	29,424	24			
Travel Expenses, In State	4,796	1,763	2,775		258	
Travel Expense, Out-State	2,614	1,993	465		156	
Operation—State Vehicles	32,154	23,781	8,373			
Utilities	184,182	183,801	381			
Rents	3,722	3,373	349			
Repairs	36,513	24,606	11,888		19	
Insurance	2,467	56	2,411			
General Operating Expense	44,342	39,041	1,538		3,763	
Food	60				60	
Other Supplies	302,806	287,982	11,739		3,085	
Public Assistance Grants	2,140	2,104			36	
Misc. Grants to Individual	68,758	618	68,140			
Pensions	143,508	143,508				
Buildings & Improvements	2,353	185	2,168			
Equipment Purchases	118,690	37,573	45,438		35,679	
Trans. to Gen.-Fund Sta-Cap	1,525		613		912	
TOTAL EXPENDITURES	9,860,921	9,539,642	203,213		118,066	

BANGOR MENTAL HEALTH INSTITUTE

JOSEPH SAXL, SUPERINTENDENT

Central Office: Hogan Rd., Bangor
Mail Address: Box 926, Bangor, Maine 04401
Telephone: 947-6981
Established: 1885
Sunset Review Required by: June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34 M.R.S.A., Sect. 2101
Average Count—All Positions: 495
Legislative Count: 521
Organizational Units:
Institute Services
Personnel
Educational & Rehabilitative Services
Program Evaluation & Research
Clinical Services

PURPOSE: The Bangor Mental Health Institute (BMHI) was established to rehabilitate citizens of the State of Maine who require intermediate and long-term mental health care and is Accredited by the Joint Commission on Accreditation of Hospitals as a total spectrum psychiatric facility for adults. The Institute is responsible for providing intermediate and long-term residential mental health services to the mentally ill. The Institute provides a variety of inpatient mental health programs in conjunction with community mental health activities. It is empowered, subject to the availability of suitable accommodations, to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease. The Superintendent has general supervision of the Institute and its grounds under the direction of the Department.

ORGANIZATION. The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973.

The Institute had an original inpatient population of less than 200 and, for many years, a population of over 1,000. Continued emphasis on short-term treatment has reduced the census to approximately 350, but projective trends indicate an increase with State population. Nearly half of the present population resides in the Pooler Pavilion, which houses the Institute's Program on Aging.

PROGRAM: BMHI continues to operate designated programs on specific wards, (i.e., E-3 Forensics, E-2 Family Therapy) and this system has enabled the Institute to provide therapeutic services to patients with no increase to operational costs. The Admission Unit, designated as such in FY 78, has been a vital part of the Institute, providing a contact point for the screening of potential admissions, resource and referral information to the community and other agency programs.

During the reporting period, the Institute was surveyed for, and subsequently received 2 year JCAH (Joint Commission on Accreditation of Hospitals) full accreditation for all programs. Maintenance of standards of JCAH is an on-going process.

Program Evaluation. The Psychological Assessment and Treatment Evaluation Department (PATE) shifted the focus of its attention during 1980 to more patient oriented activities. An attempt is made to briefly assess the behavioral, intellectual, and psychological functioning of each patient admitted to BMHI. This is in compliance with JCAH standards, although not every patient admitted is tested because of some patients' refusal to coöperate or extremely volatile behavior in other cases, those who are successfully tested are described in terms of the test variables and the results summarized for inclusion in the case file. Some parts of the intake standardized battery (behavioral rating scales) are reaccomplished at the time of discharge and compared with intake ratings, yielding a numerical and more or less objective index of improvement. As this data accumulates, it will be possible to evaluate various treatment modalities in terms of their specific effects on specific types of patients.

The department has also been involved in evaluating the effects on patients' behavior of the renovation and mass moves of the Program Aging population. Also, the department has maintained a running summary on a monthly basis of the actual trends in patient movement. That is, we are alerted on a monthly basis of the number, type, and county of origin of admissions and discharges.

Capital Improvements. During the last fiscal year, BMHI completed renovation of Ward F-2. This was done utilizing BMHI maintenance crew, and at a materials cost of approximately $30,000. Also, in the area of capital improvements, the E building roof was replaced.

PUBLICATIONS:

Patient's Handbook—BMHI
BMHI Treatment Programs
The History of Hepatica Hill

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,992,180	5,970,752	2,816		18,612	
State Share of Retirement	1,049,165	1,045,159	547		3,459	
Prof Service, Not By State	265,145	265,145				
Computer Service, By State	9,350	9,350				
Other Prof Serv, By State	1,348	1,348				
Travel Expenses, In-State	6,374	6,374				
Travel Expense, Out-State	1,745	1,745				
Operation—State Vehicles	24,338	24,338				
Utilities	151,193	151,193				
Rents	11,369	11,369				
Repairs	15,613	15,613				
Insurance	1,201	1,201				
General Operating Expense	16,859	16,891	—31		—1	
Other Supplies	217,739	215,667	1,571		501	
Public Assistance Grants	267	267				
Misc. Grants to Individual	25	25				
Pensions	58,703	58,703				
Equipment Purchases	66,124	66,124				
Trans. to Gen.-Fund Sta-Cap	428		252		176	
TOTAL EXPENDITURES	7,889,166	7,861,264	5,155		22,747	

BUREAU OF CORRECTIONS

DONALD L. ALLEN, DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 201; *Citation:* 34 M.R.S.A., Sect. 525
Average Count—All Positions: 640 *Permanent Legislative Count:* 662
Organizational Units:
Division of Probation and Parole
Maine State Prison
Community Correctional Services
Maine Correctional Center
Maine Youth Center

PURPOSE: The Bureau of Corrections, within the Department of Mental Health and Corrections, was established to return individuals committed to the Bureau's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they live. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Maine Youth Center and the Division of Probation and Parole. The Bureau is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Mental Health and Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Bureau of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law. The Bureau is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: Prior to 1967, the State's penal and correctional institutions were autonomous units responsible directly to the Commissioner of Mental Health and Corrections. In 1967, the Legislature established the Bureau of Corrections to administer these units, and, in 1969, a Division of Probation and Parole was created to administer Probation and Parole services. With a small administrative staff, the Bureau requires support and assistance from other bureaus of the Department of Mental Health and Corrections.

PROGRAM: The Bureau has 3 main focuses to its program.

Community Corrections. Since 1975, the Bureau of Corrections has been successful in its effort to secure funds to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

Correctional Training Program. The 108th session passed into law, with the Bureau's support, mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Bureau coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers. During the fiscal year 1979, the 1978 Jail Inspector's Report was submitted to the Governor.

PUBLICATIONS:

Justice for Juveniles

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Bureau is taking to develop program and services which are needed in the [illegible]

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs in the [illegible] of all aspects of correctional programming. The plan specifies the immediate steps that the Bureau is taking to [illegible] the needs of the offenders in the State of Maine.

County and Municipal Jail Standards—1977

The Standards were compiled by Bureau of Corrections staff, [illegible] the Maine Sheriff's Association, numerous sheriffs' departments, [illegible]

County Jail Inspection Reports—1979 and 1980

The Jail Report is done in compliance with [illegible] P.L. 1967 C248, P.L. 1969, C259 and [illegible] and status conditions found in county jails.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget, [illegible]

BUREAU OF CORRECTIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (Non-Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	121,886	37,371	[illegible]		83,604	
State Share of Retirement	20,834	6,347	[illegible]		14,354	
Prof Service, Not By State	715,299	644,886			70,413	
Computer Service, By State	60,211	14,882			45,329	
Travel Expenses, In-State	5,839	1,773			4,066	
Travel Expense, Out-State	6,962	920			6,042	
Utilities	15,071	5,000			10,071	
Rents	18				18	
Repairs	60				60	
General Operating Expense	2,708				2,708	
Other Supplies	661	175			486	
Grants to Pub. & Priv. Orgs.	23,475	12,250	11,225			
Public Assistance Grants	185,269	143,745			41,524	
Equipment Purchases	13,054				13,054	
TOTAL EXPENDITURES	1,171,347	867,349	12,269		291,729	

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT
JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents

Central Office: 119 Mallison St., So. Windham *Telephone:* 892-6716
Mail Address: 119 Mallison St., So. Windham, Maine 04082
Established: 1919 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 205; *Citation:* 34 M.R.S.A., Sect. 811
Average Count—All Positions: 147 *Legislative Count:* 149
Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison, Maine Youth Center and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of such inmates shall be made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent shall have supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967 when it was placed under the Department's newly-created Bureau of Corrections. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correction Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was perpetrated while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Presently there is a nurse in residence during most of the resident population's waking hours. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Sister who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

Education Program. This program has a teacher-principal and one academic teacher who is State funded, and two academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for examples Consumer Education, Career Awareness, Developmental Reading and Distributed Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are nine Vocational Trades Instructors, five (5), of whom are State paid and four, of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, industrial stitching and a job developer position.

Classification Committee. This Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The Recreation Department is making use of community recreational resources which help to normalize the institutional program and better enable the resident, once he/she has returned to the community, to know how to properly use these resources on his/her own. A new gymnasium was completed and opened for use early in 1979.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established to house residents who are unable to function in the Center's main population for various reasons. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 191.

The Southern Maine Community Correctional Center (male pre-lease unit) has proved invaluable to the over-all program of the Center and serves as a work-release, education-release unit, with a bed capacity of 33.

The Central Maine Pre-release Center was established in the Stevens building of the former Stevens Correctional Center in Hallowell on May 30, 1979. Presently it provides additional housing for selected inmates in pre-release status with a capacity of 33.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
Salaries and Wages	2,365,430	2,152,112	10,431		202,887	
State Share of Retirement	409,801	372,632	1,887		35,282	
Prof Service, Not By State	205,140	201,946			3,194	
Computer Service, By State	648	648				
Other Prof Serv, By State	5	5				
Travel Expenses, In-State	3,003	2,770			233	
Travel Expense, Out-State	2,926	2,004			922	
Operation—State Vehicles	40,462	35,495			4,967	
Utilities	80,826	78,779			2,047	
Rents	2,216	2,216				
Repairs	12,313	11,840			473	
Insurance	553	553				
General Operating Expense	8,712	7,639	200		873	
Food	29,900	7,629			22,271	
Other Supplies	123,253	90,730	299		32,224	
Grants to Pub. & Priv. Orgs.	−110		−12,935		12,825	
Public Assistance Grants	74,323	74,323				
Pensions	7,660	7,594			66	
Buildings & Improvements	516	516				
Equipment Purchases	66,488	61,522	1,615		3,351	
Trans. to Gen.-Fund Sta-Cap	2,734		117		2,617	
TOTAL EXPENDITURES	3,436,799	3,110,953	1,614		324,232	

ELIZABETH LEVINSON CENTER

JOHN B. LARRABEE, DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 947-6136
Mail Address: 159 Hogan Rd., Bangor, Maine 04401
Established: September 23, 1971 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34 M.R.S.A., Sect. 2634
Average Count—All Positions: 63 *Legislative Count:* 65

PURPOSE: The Elizabeth Levinson Center was established to foster behavior that maximizes the human qualities of the retarded individual while increasing the complexity of his behavior and assisting him to cope with his environment. The center is responsible for providing care, treatment and training for the severely and profoundly mentally retarded, subject to policies established by the director of the Bureau of Mental Retardation. As a regional care facility, the center admits individuals between the ages of two and eighteen from any area of the State.

Long-Term Training is provided to residents who entered the Center prior to 1973, and for whom alternative community placements have not yet been developed. Contracted Training provides time-limited program development in specified areas as agreed upon by parents, referring agencies and Center staff for up to six months duration. Short-Term Evaluation provides an opportunity for complete evaluation and program development to help individual clients function in the community. Respite Care is a service provided for families to give them a break from the responsibilities and care of raising a retarded child at home. Community Service, on a referral basis, is also provided.

In cases where continued placement at home is not possible, Center staff assist community Bureau of Mental Retardation staff in locating appropriate alternative placements. All programs involve parent or foster parent training in order to enable the caretakers of the child to continue his education and training in the community.

The Center continues to serve as a valuable resource in training and preparing staff for local and statewide service to the developmentally disabled.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Corrections. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: During FY 80, the Elizabeth Levinson Center continued efforts to change its staffing patterns and policies to reflect a developmental model rather than one of custodial or medical care. New admissions/discharge policies, plus a legislative amendment to waive judicial certification for children admitted for Short-Term Evaluation Programs (eight weeks), enabled the Center to serve more clients in need for shorter periods of time.

The Center provided the following services to the number of clients indicated:

Respite Care (including Emergency Respite Care)	81 clients
Foster Home Placement and Support	12 clients
Short-Term Evaluation Programs (S.T.E.P.)	7 clients
Child Development Center Evaluations	2 clients
Contracted Training	11 clients
Long-Term (non-admitted since 1977)	42 clients

Center staff have been actively involved along with groups of concerned citizens from the Bangor area in developing a private Intermediate Care Facility (ICF/MR), a facility for young adults, and six-bed group homes for developmentally disabled children and adults (Opportunity Housing, Inc., Silver Birch Homes, Inc., and Southern Penobscot Housing, Inc.).

The Center successfully placed 5 clients in foster homes, which it supports fiscally and programmatically. Although the Center continues its support to twelve clients in foster homes, a concerted effort by Regional staff and community agencies needs to come into play by FY 81 for continued success. Recruitment, training, and financially supporting foster homes continues to be a frustrating and arduous task.

The transitional school program operated by the Center completed its 4th successful year. Graduates from this program continue to move into public school-sponsored classrooms, permitting additional Center residents to participate in this valuable program area. A new program for serving disruptive clients will begin in September, 1980 as the result of needs reflected in the past years.

Through this school program the residents attend weekly swimming sessions at the YMCA, weekly luncheon trips to local restaurants, weekly grocery shopping and food preparation activities, as well as traditional communication, education, and skill training.

The Center has completed its 2nd very successful year of an Adaptive Therapeutic Swim Program for over twelve clients. This program has shown marked achievement in improving gross motor coordination and ambulation of several clients. This program also demonstrates a unique and encouraging cooperative effort on the part of the Center and several community agencies.

One deaf-blind client has received the benefits of a weekend and vacation one-to-one tutor from a grant funded by the New England Regional Center for Deaf-Blind Children.

Activities of note include successful bi-annual staff Re-Orientation weeks, in-service training for Bureau and Center staff, providing more in-house orientation and training, providing and sponsoring community in-services, seminars, and workshops outside the agency, increased Center involvement in public school staff training (The Elizabeth Levinson Center co-sponsored a training program with the University of Maine, Orono, Special Education Department), and planning for tuition free accredited two-year college programs in developmental disabilities for eligible staff.

This Center continued its involvement in professional education by offering practicum placement for more than fifty students from colleges in the U.S. and Canada. The Center received more than six-hundred (600) visitors during the year, including groups and individuals.

PUBLICATIONS: Free brochures:

Elizabeth Levinson Center Brochure
Family Care Training Homes For the Severely Retarded
Service Guide for Volunteers

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	694,943	691,816	1,599		1,528	
State Share of Retirement	125,793	125,228	282		283	
Prof Service, Not By State	31,841	30,044	318		1,479	
Computer Service, By State	113	113				
Travel Expenses, In-State	633	633				
Travel Expense, Out-State	339	339				
Operation—State Vehicles	6,211	6,211				
Utilities	15,920	15,920				
Rents	1,601	1,601				
Repairs	663	663				
Insurance	100	100				
General Operating Expense	3,451	3,451				
Other Supplies	19,711	19,527			184	
Public Assistance Grants	5,846	5,846				
Pensions	10,759	10,759				
Equipment Purchases	5,889	5,516			373	
Trans. to Gen.-Fund Sta-Cap	68		33		35	
TOTAL EXPENDITURES	923,881	917,767	2,232		3,882	

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1959 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34 M.R.S.A., Sect. 2001
Average Count—All Positions: 1,076 *Legislative Count:* 1,122
Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. Mental Health Advisory Council acts in an advisory capacity to the Commissioner in the development of the State Mental Health Plan and in the appointment of the Director of the Bureau of Mental Health.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Corrections appoints, subject to Personnel Law and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. Over the past ten years this has involved a reduction of the populations of the mental health institutes by two-thirds, and the establishment of a community mental health system in eight regions around the State. This reduction in the level of institutional care has been maintained, with an improvement in the quality of services in the institutes.

Mental Health goals and objectives are contained in the State Mental Health Plan, a five year plan which was published in August 1978, and is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the content of the plan. Present goals include maintaining and improving the quality of the comprehensive system, which includes institutional and community components, especially in its ability to serve the chronic mentally ill, children and adolescents, and the elderly. This will be accomplished through the continued cooperation of the various components of the delivery system.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

1. St. Michael's Center, Bangor
2. Northeast Occupational Exchange, Inc., Bangor
3. Big Brothers/Big Sisters, Portland
4. Ingraham Volunteers, Inc., Portland
5. Shalom House, Inc., Portland
6. Community Health Services, Inc., Portland
7. Western Maine Counseling Services, Bridgton
8. Holy Innocents Home Care Service, Portland
9. NEEDS — Sanford
10. Aroostook Mental Health Center
11. The Counseling Center
12. Kennebec Valley Mental Health Center
13. Tri-County Mental Health Services
14. York County Counseling Services, Inc.
15. Bath-Brunswick Mental Health Association, Inc.
16. Mid-Coast Mental Health Center

All of these programs have received licensing and the Bureau of Mental Health has visited each program. A report on each licensing site visit is available from the Bureau.

PUBLICATIONS:

State of Maine Mental Health Plan, 1976

Mental Health Plan Annual Review and Progress Report, 1977, 1978

Service Definitions for the Prevention and Treatment of Mental Health Disorders.

Review of Existing System for Funding Community Mental Health Centers and Recommended Conceptual Framework for System Improvements. (January, 1978)

Mental Health Licensing Review Protocol

Available to interested individuals by contacting

Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	125,409				125,409	
State Share of Retirement	21,558				21,558	
Prof Service, Not By State	5,741,359	5,581,148	3,149		157,062	
Computer Service, By State	4				4	
Travel Expenses, In-State	7,209				7,209	
Travel Expense, Out-State	4,670				4,670	
Operation—State Vehicles	22				22	
Utilities	3,839				3,839	
Rents	2,025				2,025	
Repairs	835	835				
General Operating Expense	9,780	107			9,673	
Other Supplies	1,185	417			768	
Grants to Pub. & Priv. Orgs.	24,943		14,943		10,000	
Public Assistance Grants	—72	—72				
Buildings & Improvements	197,573		197,573			
Equipment Purchases	4,144		4,144			
Trans. to Gen.-Fund Sta-Cap	—1,073		—1,863		790	
TOTAL EXPENDITURES	6,143,410	5,582,435	217,946		343,029	

BUREAU OF MENTAL RETARDATION

RONALD S. WELCH, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34 M.R.S.A., Sect. 2611
Average Count—All Positions: 880 *Legislative Count:* 917

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are also available to mentally retarded citizens and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated Statewide program for the mentally retarded. The Bureau also serves as liaison, coordinator and consultant to the several State departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969 and operates with a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Management Analyst, a Development Disabilities Planner and clerical support in the central office. The Bureau is responsible for the operation of the Pineland Center located in Pownal, the Elizabeth Levinson Center located in Bangor, and the Aroostook Residential Center located in Presque Isle. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region to develop and monitor day activity and sheltered workshop programs, boarding and nursing home programs. These regional teams function as a fixed point of referral to assist individuals in obtaining services, to assist agencies in securing finances and developing programs, and to review all cases referred to and from institutions, and to provide direct habilitation services to clients. Two Regional Resource Centers headquartered in Portland and Bangor are operated by the Bureau to serve the needs of the developmentally disabled. A Developmental Disabilities staff was established in 1971 for the purpose of developing the yearly Development Disabilities Plan and regional plans. Based on these plans, priorities are established for the expenditure of monies available through this Federal program. The Bureau of Mental Retardation also provides an early intervention program for severely disabled infants and children living in Southern Maine. The Infant Development Center is located in South Portland.

PROGRAM: Coordinated by the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. The Community Social Services staff function as individual advocates and a point of referral to and from the institutions, resulting in a reduction of referrals to the institutions and a reduction in the number of individuals returning to the institution from boarding and nursing homes.

The Developmental Disabilities program, administered by the Bureau of Mental Retardation, completes annual planning through consumer oriented regional advisory committees. Strategies employed to close gaps in services rendered include funding programs through the Developmental Disabiliies Assistance and Bill of Rights Act.

Regional staff people have been working with public and private agencies to fill gaps in services for the mentally retarded on a local basis. The prime emphasis for this year has been to assure that formerly institutionalized persons are provided necessary community services, and that mentally retarded persons do not encounter the risk of unnecessary institutionalization.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded
Quality Assurance Standards for Day Treatment Programs

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
State Plan of the Developmental Disabilities Planning Council
Regulations Pertaining to P.L. 1977 Chapter 502
Summary of Rights of Mentally Retarded (P.L. 1977 Ch. 464)
Directory of Programs for Mentally Retarded
Guide to Development of Group Homes
Guide to Development of Foster Homes
Standards for Programs Serving the Mentally Retarded
Pineland Consent Decree (Appendices A&B)

ALL FREE

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,740,210	1,534,056	9,562		196,592	
State Share of Retirement	299,707	263,582	1,580		34,545	
Prof Service, Not By State	355,127	199,255	143,812		12,060	
Travel Expenses, In-State	231,584	228,954	137		2,493	
Travel Expense, Out-State	3,585	3,495			90	
Utilities	64,113	61,319	1,124		1,670	
Rents	47,307	46,648	451		208	
Repairs	1,575	1,538			37	
Insurance	1,065	1,065				
General Operating Expense	76,656	64,183	113		12,360	
Food	832	423			409	
Other Supplies	23,101	15,006	—69		8,164	
Highway Materials	227	227				
Grants to Pub. & Priv. Orgs.	2,237,339	2,053,473	156,313		27,553	
Public Assistance Grants	30,163	29,734	429			
Misc. Grants to Individual	600	600				
Pensions	59	59				
Equipment Purchases	10,337	8,668	476		1,193	
Trans. to Gen.-Fund Sta-Cap	6,606		3,335		3,271	
TOTAL EXPENDITURES	5,130,193	4,512,285	317,263		300,645	

MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251
Mail Address: 103 South Street, Bath, Maine 04530
Established: February, 1866 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the shelter and care of children of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care, potential or actual abuse or neglect, or family crisis and upheaval, preference being given to the children of veterans of Maine who have served in the various wars in which the United States has been engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Naval Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for $10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association $15,000 and the Home became a dual institution. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: During FY 80, the average daily number of children in residence at the Military and Naval Children's Home was 19. The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	148,875	148,875				
State Share of Retirement	23,301	23,301				
Prof Service, Not By State	1,588	1,588				
Operation—State Vehicles	510	510				
Utilities	4,675	4,675				
Rents	18	18				
Repairs	87	87				
Insurance	50	50				
General Operating Expense	760	760				
Other Supplies	4,423	4,423				
Pensions	2,196	2,196				
Equipment Purchases	2,749	2,649	100			
TOTAL EXPENDITURES	189,232	189,132	100			

STATE PAROLE BOARD

ROBERTS J. WRIGHT, CHAIRMAN
PETER J. TILTON, Acting Secretary

Central Office: Room 411, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 208; *Citation:* 34 M.R.S.A., Sect. 1551
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the Board was placed within the Department. In 1967, a Division of Probation and Parole was created within the Department's Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. The Board elects its own chairman and meets at least bimonthly and may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged.

Parole Board Action
for Fiscal Year 1979-1980

	Number	%
Paroled	56	36%
Paroled & Discharged	7	5%
Denied Parole	58	38%
Continued (resolved)*	22	14%
Continued pending	11	7%
Total Parole Eligible	154	100%
Early Discharges Granted	12	
All Others	33	
Parole Violators	44	

During the fiscal year 1979-1980, the Parole Board met 18 times and considered a total of 190 cases; 154 were inmates who were eligible for parole consideration, 44 Parole Violators; 19 Early Discharge requests and 6 cases were requested for early discharges which were not granted or review of existing parole plans or programs.

*The Board continued 33 cases, 22 of those were resolved by the end of the fiscal year and are reflected in the figures above.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,075	15,075				
State Share of Retirement	1,568	1,568				
Prof Service, Not By State	1,623	1,623				
Travel Expenses, In-State	2,145	2,145				
Travel Expense, Out-State	1,302	1,302				
Utilities	511	511				
Repairs	37	37				
General Operating Expense	2,765	2,765				
Other Supplies	143	143				
TOTAL EXPENDITURES	25,169	25,169				

PINELAND CENTER

GEORGE A. ZITNAY, SUPERINTENDENT

Central Office: Pineland Center, Pownal, Maine
Mail Address: Box C, Pownal, Maine 04069
Telephone: 688-4811

Established: March 6, 1907
Sunset Review Required by: June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34 M.R.S.A., Sect. 2632

Average Count—All Positions: 687
Legislative Count: 717

Organizational Units:

- Residential Services
- Program Support Services
- Volunteer Services
- Personnel
- Staff Development
- Social Services
- Medical Support Services
- Business Services
- Psychological Services

PURPOSE: Pineland Center provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of a comprehensive network of community and institutional services provided for mentally retarded persons by the Bureau of Mental Retardation. All residential admissions to Pineland are through a certification process which states the person is in need of the services at Pineland and therefore eligible for admission. The center is responsible for providing residential services, diagnostic and evaluation services, specialized educational and training services for staff at Pineland and the community workers. Pineland Center offers specialized medical, dental, physical therapy, occupational therapy, communications, recreational, psychological, and camping services on both a residential and day treatment basis. Pineland offers a unique service in providing respite care and genetic counseling.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the Department of Institutional Service. In 1957, the School was renamed Pineland Hospital and Training Center. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the center was placed under its Bureau of Mental Health until 1970 when it became part of the Bureau of Mental Retardation. The institution received its present name, Pineland Center, by legislative action in 1973. Over 1,000 acres of the Pineland Center site were transferred to the Department of Conservation in 1974.

PROGRAM: During the fiscal year 79-80 much effort was undertaken to come into compliance with the requirements of the Class Action Suit Consent Decree. Major compliance has been achieved in reducing the population of Pineland to under 350 residents and in developing improved environmental and program services for the mentally retarded residents at Pineland. During the same fiscal year major renovations were undertaken to create two six bed units in a former employee housing area, Bishop Hall was completely renovated and opened for a day activity center as well as a residential unit. Pownal Hall was closed as a residential unit and reopened as a new activity center. Dirigo House was reopened as a group home and major renovations are underway at the Commons Building to create a prevocational training center. Much emphasis at Pineland was placed on developing smaller group living and personalized environment. Major achievements in the reduction in the use of medication was achieved as well as in the development of increased program services for residents. In addition, this past year an Associate Degree program for thirty staff at Pineland was undertaken in cooperation with the University of Maine. The major goal of last year, reducing the population, was achieved as well as certification of 300 beds at the facility as ICF/MR. Future goals call for an increase in training programs through the development of a conference center, increasing outpatient and day services, and developing specialized residential services for medically needy retarded infants and retarded individuals with behavior problems.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	8,541,790	8,470,628	31,937		39,225	
State Share of Retirement	1,506,360	1,493,459	5,914		6,987	
Prof Service, Not By State	310,754	263,559	47,145		50	
Computer Service, By State	3,941	3,941				
Other Prof Serv, By State	724	724				
Travel Expenses, In-State	10,680	10,246	434			
Travel Expense, Out-State	2,293	2,293				
Operation—State Vehicles	89,413	89,336	77			
Utilities	161,139	161,132	7			
Rents	11,053	10,623	430			
Repairs	30,211	15,264	14,947			
Insurance	932	932				
General Operating Expense	28,064	27,931	133			
Food	27	19	8			
Other Supplies	306,859	267,301	39,558			
Grants to Pub. & Priv. Orgs.	110	110				
Public Assistance Grants	3,131	2,131	1,000			
Misc. Grants to Individual	400		400			
Pensions	158,146	158,146				
Buildings & Improvements	33,570	219	33,351			
Equipment Purchases	250,022	134,121	115,901			
Trans. to Gen.-Fund Sta-Cap	1,945		1,495		450	
TOTAL EXPENDITURES	11,451,564	11,112,115	292,737		46,712	

STATE PRISON

DONALD L. ALLEN, DIRECTOR, BUREAU OF CORRECTIONS
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 206; *Citation:* 34 M.R.S.A., Sect. 551
Average Count—All Positions: 202 *Legislative Count:* 206
Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor Mental Health Institute called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The prison was assigned to the department's Bureau of Corrections in 1967.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Bureau of Corrections.

PROGRAM: The State Prison continues to pursue its long and short range plans, utilizing goals and objectives established at the institutional level as a yearly action schedule to establish a comprehensive and cohesive program of individualized treatment to meet the needs of offenders.

Lock Down. After numerous onsite visits by nationally recognized correctional experts and with the advice of state corrections personnel, Governor Joseph E. Brennan ordered the Maine State Prison locked down on April 16, 1980. It was felt that such a drastic move was necessary to safeguard the lives of both inmates and staff and to restore the absolute control of the institution to the prison staff. With the assistance of the Department of Public Safety, a complete search for contraband was conducted of the physical plant. The unlocking of the prison and the gradual restoration of normal operating procedures has been and continues to progress with cooperation from both staff and inmates. The goal is to make the Maine State Prison a better and safer place to live and work.

Internal Programs. The emphasis on development and delivery of more effective services continues to be one of the top priorities.

Vocational and educational courses, including college-level courses in cooperation with the University of Maine, have increased offenders' employment opportunities upon release. The core of the advanced vocational training are courses in the areas of automotive mechanics and the construction trades administered by the Department of Manpower Affairs. Each trainee is allotted a weekly allowance of $30, provided that he works a full work week. Every trainee is required to save two-thirds of his weekly allowance. These savings are turned over to the resident upon release, and are used mainly to purchase the tools of his newly-learned trade. The institution also provides a High School Equivalency Program, literacy training, and enrichment courses at the main prison and at the Bolduc Unit as part of the overall educational program.

An intake committee, a furlough committee, and a work release classification board assist individual residents to develop a program. They then monitor and evaluate this program and the progress made throughout incarceration. These committees are composed of a cross-section of staff representing custody, care and treatment, and industrial personnel. They make recommendations concering furloughs, placement in various community educational and work release programs, and minimum security assignments.

Prison Industries. The Prison Industries which is the main source of productive activity for the large percentage of the inmate population, have been restructured so that twice as many are now actively participating than in the past. Two half day shifts are now operating in the shops compared to one full day shift in the past years.

Community Programs. The Legislature, recognizing that 95% of all offenders will return to their parent community upon release, enacted statutes to provide for rehabilitative community release programs. At the State Prison, these include furloughs, work and educational release and participation in cultural and recreational activities. The furlough program was completely revamped during October, 1973, through the implementation of new guidelines for eligibility and limitations.

The Bolduc Unit, formerly the farm barracks located in South Warren, has served since October, 1972, as a community pre-release center. Men are transferred to this unit prior to placement in community programs. During 1979 the capacity of this Unit was increased from sixty-four (64) to seventy-two (72). A second work release center opened in March, 1974, at the

Bangor Mental Health Institute. These units, together with contractual arrangements with halfway houses and county jails, enable about one-seventh of the population to participate in work release. This means that besides paying room and board, taxes were paid to both the federal and state governments.

Educational release included placement at State and Private Colleges and the University of Maine as well as business and technical schools.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON **EXPENDITURES**	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
Salaries and Wages	3,291,169	3,217,492	1,679		12,600	59,398
State Share of Retirement	708,316	695,584	245		2,131	10,356
Prof Service, Not By State	211,410	202,146	4,518		4,046	700
Computer Service, By State	1,067	1,067				
Other Prof Serv, By State	401	381				20
Travel Expenses, In-State	36,461	36,396			20	45
Travel Expense, Out-State	9,515	6,829	5		2,625	56
Operation—State Vehicles	44,433	45,634	—1,537			336
Utilities	143,214	141,812			1	1,401
Rents	4,066	4,066				
Repairs	16,247	9,187				7,060
Insurance	1,201	781			45	375
General Operating Expense	53,100	52,963			51	86
Fuel	353	353				
Other Supplies	268,198	254,444	—207		547	13,414
Depreciation	13,662					13,662
Grants to Pub. & Priv. Orgs.	—250	—250				
Pensions	43,742	43,742				
Equipment Purchases	52,695	36,433	15,834			428
Structures & Improvements	15,514	15,514				
Chgs. to Asset/Liab. Accts.	2,330		2,075			255
Trans. to Gen.-Fund Sta-Cap	1,404		77		222	1,105
TOTAL EXPENDITURES	4,918,248	4,764,574	22,689		22,288	108,697

DIVISION OF PROBATION AND PAROLE

RAYMOND K. CONIFF, DIRECTOR
PETER J. TILTON, Assistant Director

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 237; *Citation:* 34 M.R.S.A., Sect. 1592
Average Count—All Positions: 67 *Legislative Count:* 67

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions, and the handling of adult and juvenile interstate compact cases for other states. The director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles and of the Uniform Act for Out-of-State Parolee Supervision. The director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Mental Health and Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Probationers and Parolees

Probationers		Parolees
Adult	Juvenile	Adult
2,700 (approx.)	800 (approx.)	275 (approx.)

Total Under Supervision:* 3,500
(6/30/80) 6/30/80 3,500 (approx.)

*These figures include probationers and parolees being supervised under Interstate Compacts.

PUBLICATIONS:

Marshaling Citizen Power To Modernize Corrections
By: Chamber of Commerce of the United States

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	1,081,012	1,081,012				
State Share of Retirement	184,226	184,226				
Prof Service, Not By State	139	139				
Computer Service, By State	130	130				
Other Prof Serv, By State	90	90				
Travel Expenses, In-State	67,613	67,613				
Travel Expense, Out-State	1,629	1,629				
Operation—State Vehicles	89	89				
Utilities	47,394	47,394				
Rents	42,098	42,098				
Repairs	2,291	2,291				
Insurance	1,105	1,105				
General Operating Expense	14,049	14,049				
Other Supplies	5,673	5,673				
Pensions	25,654	25,654				
Equipment Purchases	1,121	1,121				
TOTAL EXPENDITURES	1,474,313	1,474,313				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
E. BRUCE CAMPBELL, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 772-7434
Mail Address: 675 Westbrook Street, South Portland, Maine 04106
Established: March, 1853 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 204; *Citation:* 15 M.R.S.A., Sect. 2712
Average Count—All Positions: 215 *Legislative Count:* 238

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1959, the School was renamed the Boys Training Center, and in 1967, it was assigned to the Department's Bureau of Corrections. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: During the past year, the Maine Youth Center continued to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting. Several new programs were implemented and others expanded so as to continue to provide a comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography, and biology.

Diagnostic Services. As a cooperative service to the Maine District Court System, the Center expanded its diagnostic services for juvenile offenders. Basically, three reports—Social Summary, Psychological Evaluation and Psychiatric Evaluations—were submitted to the requesting court on particular students. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year that this service has been offered to the courts. Hopefully, the future will find a greater array of community agencies providing such services, thereby diminishing the Center's assumed responsibility in this area.

Volunteer Services. The volunteers of the Maine Youth Center were well recognized at the first Mental Health and Corrections Awards held in the State House on April 25th where Governor Brennan gave the following: 1) The overall individual award in the field of Corrections for work with groups, individuals, and programming; 2) Two individual honorable mentions for psychological testing, and crafts; 3) In the category of groups, honorable mention for Literacy Volunteers and Faith-at-Work.

The awards event, again, focused on the very necessary place volunteers have at the Maine Youth Center. Volunteers working in groups or individually with students, on an active basis, total 78. Beyond these active volunteers, at least another 35 persons in communities are ready to assist when called upon by the Center. Further, it must be noted, that 210 groups and individuals contributed this year to our Christmas request to help the holidays at the Center be a warm and meaningful one for the students. This list includes churches, businesses, service clubs and individuals throughout the entire State of Maine and represents a rich deposit of friendship for the Maine Youth Center and its students.

The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, worship services, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for students on leave and jobs for students in the community.

Special Volunteer Services by Students. Four students, under the leadership of the Chaplain, volunteered their time and energy to a community drama group 4 nights a week for 3 weeks. They worked on staging and had supportive roles in the drama.

The Junior League: As part of the volunteer services the Junior League continued its good work for the students, giving 25 hours a week in psychological testing, interviewing, counseling, remedial reading, and group counseling.

Literacy Volunteers. During the past year, twelve additional community volunteers have been trained. In addition, four Cottage Life staff and three Maine Youth Center students have become Literacy Volunteers. There have been over fifty students who have received individual reading help since the inception of this program. This help is given two or three times a week during the student's length of time here.

An advanced tutor training workshop as well as several in-service workshops have been conducted this past year for the continued education of volunteers in the field of reading.

Foster Grandparents. This year our grandparents have increased to seven and provide psychological testing, interviewing, cottage friendship, sewing, knitting, art, fly tying and model building.

Substance Abuse. The substance abuse counselor has continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency better cope with the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) program has recently been started, further reaching out to our youth who need help. There are long-range plans being acted upon to qualify one cottage as a certified drug treatment facility. The Maine Youth Center program continues to work closely with established community drug and alcohol agencies in order to provide long-range treatment for youth in aftercare.

Community Awareness and Public Relations. Seventy meetings were held by the Maine Youth Center at high schools, junior high schools, churches and service clubs throughout the State of Maine. The purpose of these meetings was to help communities to receive returning Maine Youth Center students after their rehabilitative term.

Interns. The Center incorporated one intern into its overall program. The intern was assigned to the Maine Youth Center through the LEAA Internship Program coordinated by the Maine Criminal Justice Planning and Assistance Agency. This intern was assigned the task of participating in and evaluating the pre-sentence court requests for social and psychological evaluations.

The Intern Program, as in the past, maintains the philosophy that all interns should be exposed to every phase of the juvenile correctional setting and not limited to their specific assignment area so as to give them a better overview of each discipline and department in the institution.

Advocacy. The Maine Youth Center provides its students with legal aid and assistance through the office of the resident advocate.

Work Release Program. During the past year several students were selected to participate in the Maine Youth Center's Work Release Program. These opportunities are made available through the good will of several local businesses as well as the Cumberland County CETA Program.

The Maine Youth Center was, again, a CETA based work site employing upwards to 25 students in various jobs. Further, the Maine Youth Center has received a YCCIP grant to employ 20 youths throughout the next year in various on-grounds jobs. This grant is targeted to begin in October.

Work Experience. This year the Maine Youth Center was awarded a grant through the State Employment Council to train selected students in energy conservation and weatherization skills.

This program is designed to provide for a total of 40 Maine Youth Center students with various classroom and practical experience that will make them marketable candidates for placement throughout the State of Maine in Community Action Programs. The training will provide them with a variety of useful carryover values needed to establish an independent living situation. In turn, the Maine Youth Center hopes to provide various CAP Agencies with semiskilled labor for their energy conservation work crews.

Care, Custody and Security. This department, which encompasses cottage life, control units, intensive care units, and the Hayden Special Treatment Unit, as well as athletics and recreation, has, during the past year, continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from the various disciplines with which each student is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual student entrusted to the Center's care. Even though the new Security Unit is complete, it is not being used. We are still using the converted unit as a medium security building for the more disruptive residents.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling, and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff have become more involved with the total rehabilitation of the residents. The teams are constantly reviewing, and, when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The essential tool utilized by the team in working with the students is an evaluative process which involves the use of privileges as an integral element in stimulating behavioral change. Off-grounds shopping trips, off-ground movies, work experience, weekend leaves and extended leaves which coincided with public school vacations are a few examples of privileges which are available and earned. Each student is assigned to a member of the team who is responsible for tracking that student's individualized program. This tracking system continues to insure a greater degree of success for each student within his or her individualized program. With the introduction of the female element into the Maine Youth Center, students of both sexes have benefited from an expanded, integrated co-educational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions, and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for students who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component, and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions, and family therapy sessions. During the past year, the Hayden Unit has extended its services to a number of students on an out-patient basis. It is important to note that the Hayden Treatment Unit extended its services to the female component via an out-patient basis approach. The Hayden Unit Team also provides consulting services to the treatment team of the female cottages.

The Security Treatment Unit was a recently implemented program which deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made for a minimum period of six weeks in which maximum effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Within the past year, the Center's Department of Physical Education, Recreation, and Athletics has developed a built-in flexibility to the program which can better meet the needs of the students. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes, and a varied program of activities such as games, dancing, and in-cottage contests. Aside from regular involvement in outdoor camping activities, staff have been fully trained to participate in mountain climbing and canoeing. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

The security of the institution was bolstered up with the opening and use of the security station and gate. Though the new Security Unit is not in use, this section is in operation.

Staff Development. The objective of training at the Maine Youth Center is to provide the highest level of service attainable through skilled and confident employees, planned in accordance with the unique purpose, structure and functions of the institution. Staff training and development programs are designed to provide employees at all levels with the knowledge, understanding, skill and experience needed to effectively meet the institution's goals. The application of knowledge and skills includes establishing professional and effective relationships with the residents, the teaching of responsibility, individual, group and family counseling, and psychological testing. In-service training subject areas include: reality therapy; approaches to individual clients who have severe family conflicts; substance abuse counseling; sexual abuse within the family; individual case studies; supervision; labor contract administration and arbitration; Correctional Management Information System (CMIS); Radio communications;

search, seizure and transportation of clients; Non Abusive Physical Intervention (NAPI); cardio-pulmonary resuscitation (CPR); functional job analysis; applicant selection within affirmative action guidelines; and training for trainers in reality therapy and instruction. The affected Training School Counselors attended and satisfactorily completed the Maine Criminal Justice Academy basic corrections course mandated by law. Staff attended seminars, workshops and conferences dealing with: mental health and blindness; reality therapy (basic and advanced); conflict resolution; drug abuse; values clarification; counseling the families of alcoholics; intrafamilial sexual abuse; design and implementing correctional grievance procedure mechanics; developing correctional fire safety systems; working with the aggressive adolescents; management of stress in corrections; management skills and techniques for secretaries; managing the training function; liturgy; N.E. Regional Conference on Employment and Training of Offenders; N.E. Conference on Crime and Delinquency; National Youth Workers Conference; and the American Correctional Association Annual Convention. The effort to develop staff is made to increase their effectiveness in carrying out the complex functions and duties necessary in the operations of the Maine Youth Center.

Business Services and Plant Operations. The eight operating units comprising Business Services and Plant Operations include the business office, storeroom, food service, personnel, laundry services, tailor shop, building maintenance and grounds maintenance. As support services, these units have as their basic goal to provide the best possible service to the students and employees of the Center and to provide those services through cost effective measures which are in the best interest of the state.

Students are utilized in the grounds maintenance, laundry and food services in an effort to teach them good work habits and a sense of responsibility. Some of the services provided which deal directly with the students are canteen operations, clothing, food service training, work assignments. Involving students in these services also provides program involvement and interest by staff of support services.

Rehabilitative Services. During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychosocial needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person. This has entailed working closely in an integrated fashion with the other departments, teams, committees and aftercare workers of the Center. Utilization of volunteer workers was perhaps the salient example of the effective restructuring and channeling of activities. For a relatively small psychological unit, the Center established a high standard in terms of quality and quantity of work accomplished.

In 1979, the Vocational Rehabilitation (V.R.) Unit, consisting of a counselor and secretary, was headquartered at the Portland Regional Office. Maine Youth Center coverage is one phase of that counselor's caseload. There is a statewide emphasis by Vocational Rehabilitation to serve the severely handicapped. This results in most of the V.R. clients being served from the Hayden Unit of the Maine Youth Center which tends to have youths with more severe problems. Diagnostic and evaluative services have been rendered for those referred, and further services have been supplied by the V.R. office in the area in which the youth resides, once he/she returned home. The process to serve those youths who are evaluated and found in need of Vocational Rehabilitation services and to overcome physical, emotional or intellectual impairments of a substantial nature, and therapy rendering them able to reach a vocational goal is effected by these services.

Worship Services. Worship was offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses were offered on Friday afternoons.

Social Service Division. The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the workers have effected a strong program. The intake-orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new student with the Center, its staff, and its programs. Residential social workers proceeded with their routine of chairing cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception

Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents, and/or interested parties involved with their clients. Their routine includes visiting students assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continued to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintained contact with families and community organizations of residential students during their stay. They provided a constant communications link between the Maine Youth Center and the communities.

The Social Services' effort to provide all parties with timely and relevant information has been hampered by rising transportation costs. To counter this problem, linkages between community resources and volunteer agencies have been further developed to provide a more community corrections approach.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations. The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the Interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

The supervisors and the students from St. Francis, St. Joseph's, the University of Southern Maine and the graduate counseling programs, are providing much educational experience to the selected students.

The provision of medical and dental services for admitted and Hold for Court clients was determined following the physical and dental examinations by Robert Hackford, M.D. and Murray Bolduc, D.M.D. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their commital were continued with respective physician until care was completed. Pineland Hospital and Training Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, was stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day. Appointments were set up by the dental hygienist who X-rayed and charted each client's dental care, stressing the importance of proper oral hygiene and instructions when applicable. Oral surgery appointments were made with Dr. Raymond Label, with follow-up by our own dentist. Emergency root canal work was arranged through Dr. Woollett's office and, again, with follow-up here.

One of the problems of concern to the nursing staff continues to be the unavailability of a relief nurse during vacation, holiday and sick time. When this situation arises, the working nursing staff is inconvenienced by the change in routine working schedules, along with the working of two split shifts. It also causes the nursing staff to work when they are not feeling up to par due to the problems that arise when one is ill and cannot work.

Education. The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the expressed function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population—both male and female. Title I ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the

Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a half-time coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Educational Program (IEP). During the past year the Center utilized a Career Education program through participation as a demonstration site in a Maine Occupational Information Coordinating Committee (MOICC) project, highlighted by use of the Guidance Information System, a computerized program.

In an effort to help teachers become even more effective in working with remedial and reluctant learners, the Maine Youth Center is involved in the second of a five-year Teacher Corps Youth Advocacy project, under the sponsorship of the University of Maine in Orono, which will provide teachers with massive in-service educational opportunities.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,060,132	2,951,603			108,529	
State Share of Retirement	525,901	507,175			18,726	
Prof Service, Not By State	77,778	54,776	6,832		16,170	
Computer Service, By State	1,132	1,132				
Other Prof Serv. By State	1,008	783			225	
Travel Expenses, In-State	25,161	23,618			1,543	
Travel Expense, Out-State	2,042	664			1,378	
Operation—State Vehicles	36,241	36,241				
Utilities	108,413	107,813			600	
Rents	5,474	5,399			75	
Repairs	13,847	10,485	2,649		713	
Insurance	421	421				
General Operating Expense	19,610	11,417			8,193	
Food	7	7				
Other Supplies	86,085	82,614	625		2,846	
Highway Materials	1,813		1,813			
Grants to Pub. & Priv. Orgs.	—15,000		—7,000		—8,000	
Pensions	7,095	7,095				
Equipment Purchases	38,972	38,793	179			
Trans. to Gen.-Fund Sta-Cap	1,245		41		1,204	
TOTAL EXPENDITURES	3,997,377	3,840,036	5,139		152,202	

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MELVIN BOUTILIER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34 M.R.S.A., Sect. 2613
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the director of the Bureau of Mental Retardation. The Maine Committee on Problems of the Mentally Retarded also gives advice and consent to the Commissioner of the Department of Mental Health and Corrections in the appointment of the Director of the Bureau of Mental Retardation and in the setting of his salary, subject to the approval of the Governor. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Corrections.

MAINE MUNICIPAL BOND BANK

LINCOLN L. ADAM, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: Community Drive, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In September, 1979, a bond offering was issued for $29,595,000 which helped a total of twenty-one governmental units finance their capital projects. In May, 1980, another bond offering was issued for $15,250,000 which helped a total of eleven governmental units finance their capital projects. Both issues were rated Aa by Moody's and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, especially the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:

Annual Report

FINANCES, FISCAL YEAR 1980: The State accounting records for FY 80 do not contain any accounts assigned to this unit. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

MUNICIPAL VALUATION APPEALS BOARD

HARRY G. SHULMAN, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 51 Water Street, Hallowell *Telephone:* 289-2615
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 36 M.R.S.A., Sect. 291
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: The Municipal Valuation Appeals Board, established in 1969, consists of five members appointed by the Governor, for terms of three years. Two members must be former town assessors who have served at least five years in that capacity; two members must be former city assessors who have served at least five years in that capacity; and one member must be other than a town or city assessor. The chairman is elected by the Board for a term of one year.

PROGRAM: The Municipal Valuation Appeals Board received requests for appeals from seven municipalities, compared with twelve requests for the preceding fiscal year. Two towns withdrew their requests for appeal. Of the five municipalities appearing for hearings, none were granted reductions in valuations.

One municipality appealed a State Bureau of Taxation determination that it had failed to maintain the mandated 70% assessment ratio. A detailed discussion of data presented by the Bureau resulted in an agreement by municipal officers for procedural changes that would produce a satisfactory ratio in the future.

Because there had been fewer appeals hearings, the Board eliminated one part-time clerical position last year. This year it was decided to reduce expenditures further by cancelling an answering service.

New rules and guidelines, prepared with assistance from the Secretary of State's office, were duly published in area newspapers and were adopted following a public hearing. They were subsequently forwarded to all municipal offices in the state.

The Board continued its policy of scheduling meetings with various state agencies, local assessors, and appraisal firms for discussion of legislation changes and assessing techniques. As was anticipated two years ago, the number of appeals has been reduced by improved assessing standards at the local level and by the ability of the property tax division to work more closely with town and city assessors. The assessors school at Bowdoin College has shown a steady increase in enrollment and has resulted in more municipal officers developing the skills necessary for equitable assessment. The improvements derived by this action have been gratifying.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,621	11,621				
State Share of Retirement	1,411	1,411				
Prof Service, Not By State	1,487	1,487				
Travel Expenses, In-State	1,785	1,785				
Utilities	1,251	1,251				
Rents	1,459	1,459				
Insurance	10	10				
General Operating Expense	564	564				
Other Supplies	213	213				
Equipment Purchases	689	689				
TOTAL EXPENDITURES	20,490	20,490				

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acted upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provided technical assistance to a number of municipalities. Other services include: records storage, fumigation, and selected microfilming projects. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1980: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

NEW ENGLAND BOARD OF HIGHER EDUCATION

SENATOR RICHARD PIERCE
CHAIRMAN OF MAINE DELEGATION—
ASSISTANT MAJORITY LEADER, MAINE STATE SENATE
HAROLD RAYNOLDS, JR.
Member of Maine Delegation—Commissioner, DECS

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2183
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Regional Office: 68 Walnut St., Wenham, Mass. 01984
Established: 1955 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20 M.R.S.A., Sect. 2752
Average Count-All Positions: 27 *Legislative Count:* 0

PURPOSE: The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

NEW ENGLAND BOARD OF HIGHER EDUCATION

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although progammatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Regional Student Program, New England Council on Higher Education for Nursing (NECHEN), Northeast Academic Science Information Center (NASIC), research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, and finally, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 80 is as follows:

Senator Richard Pierce, Assistant Majority Leader, Maine State Senate
(Chairman of the Maine Delegation)
Harold Raynolds, Jr., Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Stephen Hughes, represents the House of Representatives
Alonzo Garcelon, D.D.S., Augusta
Donna Brown Evans, ED.D., Bangor
Rosalyne Bernstein, Portland
Dr. Willard Enteman, President, Bowdoin College

PUBLICATIONS:

Facts about New England Colleges
A compilation of up-to-date commonly used statistics
Connection
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community
New England Board Annual Report
New England Regional Student Program Enrollment Report
Maine Residence and Migration Report 1975-1976
New England Regional Student Program Offerings (Undergraduate)
New England Regional Student Program Offerings (Graduate)
Women in Higher Education in New England 1979
Inflation, Enrollment, and Public Policy Issues 1979

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

JOINT SELECT COMMITTEE ON DECOMMISSIONING OF NUCLEAR GENERATION FACILITIES

EDWARD W. POTTER, LEGISLATIVE ASSISTANT

Central Office: Statehouse, Augusta, Maine *Telephone:* 289-2486
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 417; *Citation:* P&SL 1979 Chap. 59

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

(OFFICE OF) COMMISSIONER OF PERSONNEL

JADINE R. O'BRIEN, COMMISSIONER

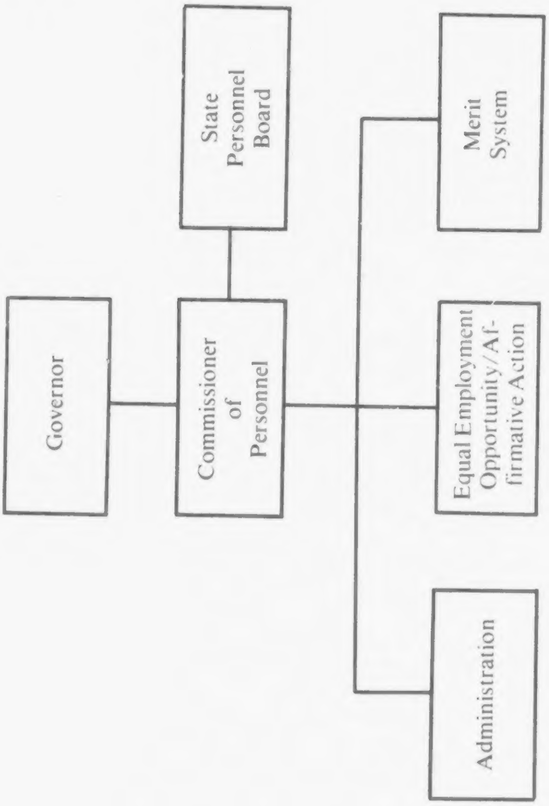
Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631
Average Count—All Positions: 35 *Legislative Count:* 35
Organization Units:
Merit System Division
Administrative Division
Equal Employment Opportunity/Affirmative Action

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State and to provide a modern and comprehensive system of personnel administration in which positions, essentially alike in duties and responsibilities, are treated alike in pay and other personnel processes, and that fair and equal opportunity is afforded to all qualified citizens of the State to secure State employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and respon-

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL


Governor
Commissioner of Personnel
State Personnel Board
Administration
Equal Employment Opportunity/Affirmative Action
Merit System

CONSOLIDATED FINANCIAL CHART FOR FY 80
(OFFICE OF) COMMISSIONER OF PERSONNEL

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	477,468	441,776			35,692	
State Share of Retirement	81,557	75,573			5,984	
Prof Service, Not By State	7,125	3,515			3,610	
Computer Service, By State	42,692	42,428			264	
Travel Expenses, In-State	2,170	1,883			287	
Travel Expense, Out-State	287	287				
Operation—State Vehicles	45				45	
Utilities	9,964	8,856			1,108	
Rents	4,386	3,531			855	
Repairs	5,249	2,630			2,619	
Insurance	121	36			85	
General Operating Expense	33,236	32,386			850	
Other Supplies	22,854	19,473			3,381	
Public Assistance Grants	132				132	
Equipment Purchases	31,747	2			31,745	
Trans. to Gen.-Fund Sta-Cap	2,579				2,579	
TOTAL EXPENDITURES	721,612	632,376			89,236	

sibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. Under this revision, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. Term of the Commissioner is coterminous with that of the Governor or until a successor has been appointed and qualified.

In April 1977, the former Classification and Compensation Division was merged with the Examination Construction Branch of the then Career Management Division, and a Merit System Division established. Record keeping and office administration functions formerly under the Career Management Division were combined with data processing and training functions and an Administrative Division was established. All statutory functions are now accomplished through the following divisions:

The Administrative Division encompasses recruitment, examination administration, maintenance of registers (job referral lists), maintenance of records (manual and automated) reception of the public, budget preparation, and training (both pre-admission and post- admission).

The Merit System Division encompasses job analysis, examination construction and validation, maintenance of the classification and compensation plans, organizational and position management studies, research, and research publication, employee relations, public affairs, administration and revision of Personnel Law and Rules, collective bargaining advice and support, and review/interpretation of legislation.

The Equal Employment Opportunity/Affirmative Action Division is responsible for AA/EEO activities in state government. The purpose of this division is to establish and promote AA/EEO as a basic function of good management.

PROGRAM: FY 1980 marks the 43rd year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. Furthermore, until present day, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The long-range goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State service agencies. Immediate goals/objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management in State service agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented and referenced to job analysis findings.
5. Continue to explore full and efficient use of electronic data processing in the position/employee record system.
6. Continue to improve communications with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue to explore the "decentralization" of certain personnel functions now performed only by this department.
10. Continue to provide philosophical and technical assistance support to the collective bargaining process.

Merit System Division. Activities and accomplishments of this division are reported according to functional organization. Reporting branches are:

Research Branch: This Branch performs management support functions in the following areas: Applied research, new program development, legislative liaison, public affairs/information, and collective bargaining. In January, 1980, a third staff position was added to the Research Branch. The incumbent performs research and public affairs functions, writes and edits informational and instructional materials, and edits and publishes a statewide employee newsletter. Major activities and accomplishments during FY 1980 include: Provided technical assistance to personnel of this department and user agencies on matters which required explanation, clarification, or interpretation of policy, rules, and/or regulations; revised Chapter 8 of Personnel Rules to clarify present practice and to include new policies and procedures for Acting Capacity assignment and concurrent certification; analyzed legislation dealing with personnel management and retirement; drafted legislation to correct inconsistencies of Personnel Law; completed and returned survey questionnaires submitted by other states and jurisdictions; participated in and made research contribution to management bargaining teams for the Coalition, Institutional Service, State Police and Supervisory Services Units; prepared salary schedules and guidelines for use by payroll clerks in the certification of salary adjustments required by negotiated agreements; prepared written recommendations to the Office of Employee Relations for each request filed for non-standard compensation under contract provisions; performed special inter-agency functions—Ride-Share coordination (Energy Resources), grant review (State Planning Office) and coordination of summer intern employment (statewide); designed and prepared data collection forms for management-level reporting of in-house actions; submitted monthly travel accounts for review by Energy Resources; decided overtime compensation eligibility for work situations which required "exception-to-policy" consideration; and published three issues of Dirigo Employee News.

Job Analysis Branch: This branch administers a classification and job evaluation system which includes approximately 14,000 positions assigned to 1,465 classified and unclassified jobs. It is also responsible for examination construction and validation, preparation of recruitment bulletins, and job analysis functions.

In 1979, the branch received a federal grant to automate its examination construction and validation program. During this past year, software packages were developed to automatically score and statistically analyze examinations, and notify applicants of test results. Work was also begun on automated job analysis, a test item bank, and an applicant tracking system. This electronic data processing capability will improve the quality of examinations and speed up the development process. It will also provide valuable information for AA/EEO purposes, as applicants are "tracked" through the examination and selection processes.

Training seminars in job analysis, examination construction, classification, and job evaluation were developed and administered to agency personnel officers. These seminars were designed to bring personnel officers up-to-date on present methods and practices, as well as underlying State and Federal laws and regulations. The sessions were well received and served to increase the integration of the State's overall personnel efforts.

During the past year, the format for class specifications was revised to include extensive information about typical job duties, job evaluation, and examination content. More than 1,100 class specifications were rewritten in this format. Work was also begun on revising the State's Classification Plan, which categorizes jobs according to their content. Once finished, the class plan and specifications will be published. These publications will make detailed job information readily available and easily accessible to all users of the system.

Administrative Division. All internal operations, including reception of the public, recruiting, examination administration, maintenance of the class registers, employee records, data processing, and general office administration, including payroll, accounting and budgeting, are reported in this segment.

During the past year continued emphasis was placed on data processing and the work resulted in increased E.D.P. capability in records management. The purchase of a mini- computer has been completed and a process of integrating the employment and records management functions has begun. A Personnel Computer Enhancements group was created during the spring and met several times. It made recommendations on improving the entire personnel records management process. This has led to a video-terminal in the Department of Personnel which will allow immediate access and updating of records. It is hoped that during the next year several agencies will be able to adopt a similar system with selected update and retrieval capabilities.

Two federal grants were used to improve the overall operations of the department, including the hiring of a management consulting firm to do a systems analysis. The division is in the process of publishing all examinations in a new format which will permit electronic scoring and notification.

Equal Employment Opportunity/Affirmative Action Division. All activities of the Department of Personnel directed towards establishing and promoting AA/EEO within Maine State Government are reported in this segment. AA/EEO activities and accomplishments for this period include:

(1) The EEO-4 statistical report for FY 1979 was compiled according to federal requirements and submitted to the Equal Employment Opportunity Commission.

(2) Program activities were coordinated with Affirmative Action Officers in all state agencies.

(3) Complaints of discrimination were investigated and resolved. Appropriate counseling was provided to management, employees, and applicants.

(4) Agencies began revision of affirmative action plans in accordance with specific requirements designed to ensure adequate EEO analysis and the establishment of meaningful goals and timetables.

(5) EEO work force statistics were analyzed and compared with comparable statistics for the previous four years.

PUBLICATIONS: The following publications may be obtained through the Department of Personnel.

State of Maine Personnel Rules ($1.50)
Maine State Government Salary Schedule ($2.00)
Maine Performance Appraisal Program ($7.00)
A Summary of Classes Continuously Open to Application (Free)
Non-Competitive and Labor Classes (Free)
How to Apply (Free)
The Oral Exam and You (Free)

RCL (Registration, Certification, Licensure) Guide (Free)
Career Opportunity Bulletins (Free)

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591
Average Count—All Positions: 0 *Legislative Count:* 0
Organizational Units:

PURPOSE: The State Personnel Board was established in 1937 to administer the state's merit system law, otherwise known as the Personnel Law. The Board was then empowered to prescribe or amend rules and regulations relative to: eligible registers; classification of positions; compensation plans; examinations for admission to the classified service; provisional, emergency, exception and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension; layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; inservice training; service ratings, certification of payrolls; and enforcement and investigations concerning the enforcement of the state's Personnel Law. In 1975, the 107th Legislature vested these same powers in the Commissioner of Personnel and altered the purpose of the Board to one of deciding appeals of classification and rendering advice to the Commissioner of Personnel relative to the State's personnel system. Effective April 1, 1979, the authority of the Board to hear classification appeals was further modified to exclude all appeals filed by employees covered by collective bargaining agreements.

ORGANIZATION: The original Personnel Act of 1937 provided for a three-member Personnel Board and a Director of Personnel, appointed by the Board, in whom was vested the responsibility for the administration of the law. In 1953, the membership of the Board was expanded to five to include an employee's representative and a state department head. A 1975 revision repealed these special membership requirements, making the Board an all-public body. Presdently the Board is comprised of five members, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on Labor and confirmation by the Legislature. One member of the Board is designated by the Governor to serve as chairperson. Appointments are for a term of four years or until a successor is appointed and qualified.

PROGRAM: Due to the reduction in its powers and duties, the State Personnel Board met only three times during FY 1980. One reclassification appeal was heard and decided on March 27, 1980.

An informational and statistical report on the Performance Appraisal System for the period through June 30, 1979, was prepared by the Board and submitted to the Commissioner of Personnel and the Maine Legislature's Joint Standing Committee on State Government for review and evaluation.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the State Department of Personnel.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $641.60 in FY 80 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER
PHYLLISMAE VIOLETTE, Secretary

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse, Augusta, Maine 04333

Sunset Termination Scheduled to Start by: June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401
Average Count—All Positions: 2 *Legislative Count:* 1

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Board functions through the Department of Human Services and directly through the Director of the Division of Health Engineering who serves as Executive Officer. The Board consists of the Executive Officer, one Journeyman Plumber, one Master Plumber and a consumer. They attend three meetings a year to go over the upcoming exams and make changes. The exams are now given three times a year, (January, May, & September), therefore, there are at least three meetings a year to discuss and draw up the forthcoming exam.

PROGRAM: It is assumed that by examination and licensing plumbers, a class of artisans will be developed that will result in a reduced health hazard by proper installation of plumbing. In FY 79-80, three examinations were held for Journeyman and Master Plumbers. A total of 316 persons were examined, 86 passed. Three complaints were registered for investigations relating to licensing and two were prosecuted. During the year there were 302 trainee plumbers registered, and 186 apprentices registered making a total of 488 registrations. Furthermore, 86 Corporation licenses, 1115 Master plumbers licenses, and 727 Journeyman plumbers licenses were issued. Number of plumbers licensed may vary from year to year as the licensing period is on a two-year basis; masters and corporations fall due on the opposite year from the journeyman.

The Board also had three special meetings this past year to discuss reciprocity with New Hampshire and Vermont Boards. The rules, regulations and licensing procedures were compared; however, no reciprocal agreement has been reached at this time.

LICENSES, PERMITS, ETC.:

- License:
  - Corporation
  - Journeyman
  - Master
- Registration:
  - Trainee Plumber
  - Apprentice

PUBLICATIONS:

- List of licensed Master and Journeyman plumbers (free)
- Rules and Regulations (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	26,101		26,101			
State Share of Retirement	4,369		4,369			
Prof Service, Not By State	12		12			
Computer Service, By State	235		235			
Other Prof Serv, By State	1,500		1,500			
Travel Expenses, In-State	263		263			
Operation—State Vehicles	75		75			
Utilities	10		10			
Rents	1,976		1,976			
Repairs	37		37			
General Operating Expense	8,583		8,583			
Other Supplies	2,664		2,664			
Trans. to Gen.-Fund Sta-Cap	1,021		1,021			
TOTAL EXPENDITURES	46,846		46,846			

PROBATE LAW REVISION COMMISSION

JOHN B. ROBERTS, CHAIRMAN
H. DAVISON OSGOOD, Secretary-Treasurer

Central Office: 95 Exchange St., Portland *Telephone:* 773-8013
Mail Address: 95 Exchange St., Portland, Maine
Established: 1973 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 403; *Citation:* 1973 P & SL, Chap. 126
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Commission is to recommend a revision and rearrangement of existing laws relating to estates and administration, with necessary repealers, after due consideration of the probate laws of other states and the Uniform Probate Code, all with the purpose of presenting to the legislature "a fully modern, integrated and consistent Probate Code." The commission's statutory charge also includes a study of the probate court structure and of the feasibility of family courts.

ORGANIZATION: The Commission consists of 15 persons, a Chairman, Vice Chairman, Secretary-Treasurer and twelve other members appointed pursuant to the enabling legislation.

PROGRAM: The Commission recommended three bills to the Legislature and submitted two reports—on January 24 and February 21—concerning those legislative proposals. The first recommended bill proposed certain changes in the new Probate Code, most of which were enacted by the Legislature in P.L. 690. The second recommended piece of legislation was a constitutional resolution concerning the manner of the selection of probate judges, which was passed as amended in the Judiciary Committee as C.R. 4 to be submitted to the voters at the November general election. The third recommended bill, L.D. 1968, concerned the restructuring of the probate court system by transferring the jurisdiction of the present probate courts to the Superior Court. L.D. 1968 was initially tabled in the Senate pending an Opinion of the Justices of the Supreme Judicial Court concerning the constitutionality of the bill. After an advisory opinion of the Justices that the bill would be constitutional, the bill was referred to the Judiciary Committee. A hearing was held by that Committee, and the bill was subsequently withdrawn due to the lateness of the legislative session.

In addition to these legislative proposals and reports, the Commission represented its views on the proposed bills and other proposals concerning the Probate Code and probate court structure before the Judiciary Committee, and submitted a memorandum to the Justices concerning the questions presented to them on the constitutionality of L.D. 1968.

The Commission plans to complete its work by submitting a supplemental informational report to the Legislature concerning the probate court structure prior to the next legislative session.

PUBLICATIONS:

L.D. 1, 109th Legislature (283 pages, with commentary)

Report to the Legislature and Summary of the Commission's Study and Recommendations Concerning Maine Probate Law (51 pages)

Report of the Commission's Study and Recommendations Concerning Maine Probate Law (737 pages)

Report to the Legislature on Recommendations Concerning the Probate Code and Constitutional Amendment, January 24, 1980 (20 pages)

Report to the Legislature and Recommendations Concerning Probate Court Structure, February 21, 1980 (42 pages)

L.D. 1968, 109th Legislature (21 pages)

L.D. 1969, 109th Legislature (2 pages)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROBATE LAWS REVISION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	7,060	7,060				
Travel Expenses, In-State	909	909				
Rents	90	90				
General Operating Expense	30	30				
TOTAL EXPENDITURES	8,089	8,089				

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

EDWARD E. WINCHESTER, General Manager MPBN

Incoming WATS: 1-800-432-7831
Central Office: Alumni Hall, Univ. of Me., Orono *Telephone:* 866-4493
Mail Address: Alumni Hall, Univ. of Me., Orono, Maine 04469
Established: 1963 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 406; *Citation:* 20 M.R.S.A., Sect. 2601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network. Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council"...."One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the

University of Maine, the remaining members shall be citizens of the State of Maine."..."Members of the Committee shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties."

Section 3 of the act, entitled "Powers and Duties," states, "The Advisory Committee on Public Broadcasting is empowered and authorized to act as follows: to make such recommendations to the Trustees of the University of Maine as it deems necessary relating to the appointment of professional, clerical, and other assistants, location of public broadcasting stations, and construction and equipment of said stations; to give its advice to the Trustees of the University of Maine for the public broadcasting programs to be transmitted by the network.

The Governor alone now appoints the members of the committee, since the Executive Council has been abolished.

ORGANIZATION: Initially, the Advisory Committee on Maine Public Broadcasting provided the University of Maine Board of Trustees with specific information relating to the construction and development of Maine Public Broadcasting Network (MPBN) facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through MPBN. In recent years the Committee has held a minimum of two meetings per year to evaluate MPBN goals, objectives, programs and projects. The decisions and actions of the Committee are relayed to the University Trustees by the general manager of MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the National Telecommunication and Information Administration of the Department of Commerce for construction of facilities grants under the Public Broadcasting Act.

During the 106th Legislature, the Governor's office recommended that the Committee's role be taken on totally by the University of Maine and that the Committee no longer function. However, the Legislature failed to pass that proposed change. Two changes were made dealing with the Committee's name and power. First, the Committee name was changed from the Committee on Educational Television to the present name. This reflected the latest national terminology, which has substituted the word "public" for "educational" and also recognized the fact that public radio was also a function of MPBN operations. Second, the original legislation gave the Committee powers to advise the "consent" to the Trustees on matters of program transmission. The consent factor constituted an illegal transfer of power under regulations of the Federal Communications Commission, and was therefore dropped.

PROGRAM: The Advisory Committee founded a task force in February, 1977 to make recommendations on ways in which future planning, operation and funding of MPBN and WCBB could be coordinated. In May of 1978 the Advisory Committee met and accepted the recommendation of the task force. In December of 1978 managers and governing boards of WCBB and MPBN signed a "Memorandum of Understanding" which sets forth principles and guidelines for cooperation between the two entities.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Maine Public Broadcasting Network. (See the financial display of the Board of Trustees University of Maine.)

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901
Average Count—All Positions: 489 *Permanent Legislative Count:* 470
Organizational Units:

- Bureau of State Police
- Office of the State Fire Marshal
- Capitol Security Police
- Div. of Special Investigations (D.S.I.)
- Bureau of Liquor Enforcement
- Maine Criminal Justice Academy
- Board of Trustees Criminal Justice Academy
- Board of Directors of D.S.I.

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the Division of Special Investigations, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the then Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department in its present organizational structure.

PROGRAM: Other than the Bureau of Capitol Security, the activities of the Department of Public Safety during FY 80 are discussed in the individual reports of its component agencies.

Bureau of Capitol Security. The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvement. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), seven patrol or security officers and one secretary.

The purpose of the Bureau of Capitol Security is to provide protective services for State of Maine property located at the seat of Government as well as visitors to and residents of these facilities. These special police officers patrol the public ways and parking areas within the State complex enforcing the rules and regulations promulgated by the Commissioner of Public Safety. Also, the Bureau investigates traffic accidents, provides parking control and such related services as the residents of, or visitors to, the seat of State government may require.

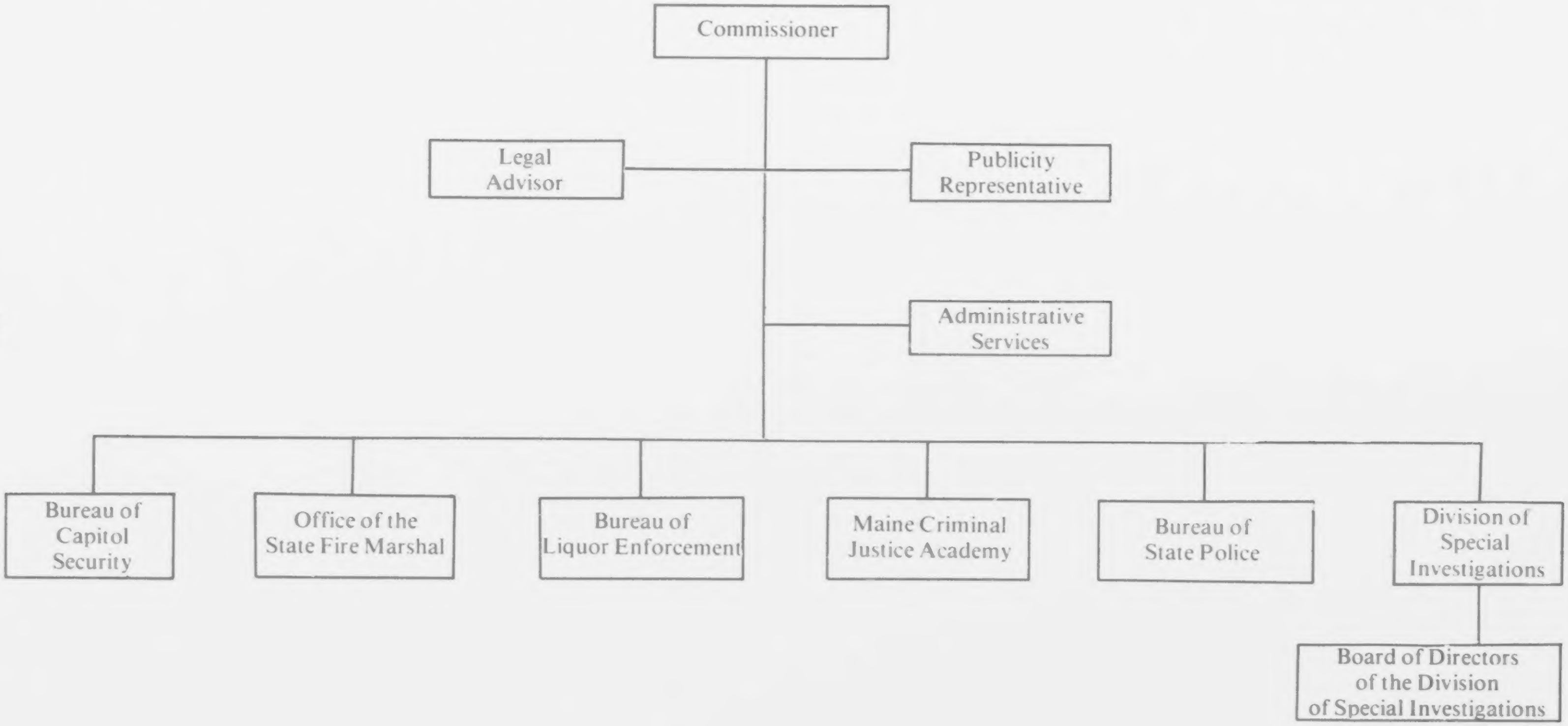
LICENSES, PERMITS, ETC.:

Capitol Area Activity Permit.
And as specified in individual reports

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports

ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY


Commissioner
Legal Advisor
Publicity Representative
Administrative Services
Bureau of Capitol Security
Office of the State Fire Marshal
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Bureau of State Police
Division of Special Investigations
Board of Directors of the Division of Special Investigations

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF PUBLIC SAFETY

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	7,864,731	710,972	483,233	6,557,813	112,713	
State Share of Retirement	2,430,437	136,319	99,402	2,177,102	17,614	
Prof Service, Not By State	218,683	102,180	50,828	36,093	29,582	
Computer Service, By State	68,301		2,610	65,691		
Other Prof Serv, By State	55,180	22,908	11,892	13,167	7,213	
Travel Expenses, In-State	82,994	6,892	8,933	55,451	11,718	
Travel Expense, Out-State	17,327	566	2,743	10,088	3,930	
Operation—State Vehicles	1,101,344	81,465	55,430	962,425	2,024	
Utilities	294,392	33,252	11,080	244,964	5,096	
Rents	163,397	1,901	13,011	131,003	17,482	
Repairs	96,130	10,387	20,062	65,592	89	
Insurance	57,931	5,821	601	50,729	780	
General Operating Expense	153,731	36,320	10,266	105,307	1,838	
Food	405			405		
Fuel	37,978	16,968		21,010		
Other Supplies	302,380	59,642	36,576	198,132	8,030	
Grants to Local Govts.	115,160	15,050		100,110		
Pensions	741,710	10,183	298	731,229		
Equipment Purchases	1,022,947	49,668	35,762	900,221	37,296	
Structures & Improvements	1,490			1,490		
Debt Retirement, Interest	9	9				
Transfer to General Fund	8,482			8,482		
Trans. to Gen.-Fund Sta-Cap	262,726		7,259	252,444	3,023	
TOTAL EXPENDITURES	15,097,865	1,300,503	849,986	12,688,948	258,428	

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)

EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
Salaries and Wages	259,198	155,294		103,904		
State Share of Retirement	62,414	28,208		34,206		
Prof Service, Not By State	7,910	7,840		70		
Other Prof Serv, By State	7,874	4,973		2,901		
Travel Expenses, In-State	3,698	3,187		511		
Operation—State Vehicles	21,079	7,615		13,464		
Utilities	2,927	2,006		921		
Repairs	23,460	4,575	18,885			
Insurance	813			813		
General Operating Expense	53,084	954	99	52,031		
Other Supplies	9,320	4,743	1,807	2,770		
Pensions	402	389		13		
Equipment Purchases	6,033			6,033		
Debt Retirement, Interest	9	9				
TOTAL EXPENDITURES	458,221	219,793	20,791	217,637		

MAINE CRIMINAL JUSTICE ACADEMY
MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 873-2651
Mail Address: 93 Silver Street, Waterville, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A. Sect. 2801
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and correction personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY80, as the result of new legislation recognizing Reserve Officers in the mandatory training law, the Board of Trustees approved a 100 hour Reserve Officer Basic Course. This course which was offered throughout the state, resulted in the certification of over 170 Reserve Officers by the "Board". The Trustees certified 148 Law Enforcement Officers and 140 Correction Officers. They also waived 12 law enforcement training requirements. The "Board" certified 21 courses of instruction and issued 25 Instructor Certificates. They recognized 17 Chiefs and Sheriffs who met the required experience, training, and education for Executive Certification.

LICENSES, PERMITS, ETC.:
Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification

PUBLICATIONS:

- Administrative Provisions Manual
- Reserve Officer Training Manual
- Newsletter

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	216,788	191,474			25,314	
State Share of Retirement	36,389	32,913			3,476	
Prof Service, Not By State	106,010	62,941	35,652		7,417	
Other Prof Serv, By State	14,356	7,255	209		6,892	
Travel Expenses, In-State	11,442	1,071	740		9,631	
Travel Expense, Out-State	1,174	153			1,021	
Operation—State Vehicles	10,698	8,836	1,603		259	
Utilities	13,956	13,956				
Rents	1,993	832			1,161	
Repairs	3,000	2,943	57			
Insurance	644	644				
General Operating Expense	6,302	4,351	1,646		305	
Fuel	16,968	16,968				
Other Supplies	39,701	19,998	15,797		3,906	
Grants to Local Govts.	15,050	15,050				
Pensions	380	380				
Equipment Purchases	2,575	2,650			—75	
Trans. to Gen.-Fund Sta-Cap	1,139		459		680	
TOTAL EXPENDITURES	498,565	382,415	56,163		59,987	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

OTIS N. LaBREE, Chairman

Central Office: 93 Silver Street, Waterville
Telephone: 873-2651
Mail Address: 93 Silver Street, Waterville, Maine 04333
Established: 1969
Sunset Review Required by: June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802
Average Count—All Positions: 0
Legislative Count: 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:
Executive Certificates: To Eligible Chiefs of Police & Sheriffs.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $150.00 in FY80 and are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
HARRY B. ROLLINS, Asst. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-2481
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A. Sect. 2396
Average Count—All Positions: 27 *Legislative Count:* 27

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides five full time fire investigators, four of its members transferred from the State Police. These four trooper detectives were teamed with experienced fire investigators and the operation of these teams continues to be most successful.

The Fire Marshal's Office, in response to increased inspectional needs by Resource Development of the Department of Human Services, employed two Fire Safety Surveyors whose sole responsibility is the inspection of child boarding homes, adult foster homes, three types of day care facilities, and two classes of nursery schools. These employees are responsible to the Supervisor of Patient Care Facilities. This patient care section continues to inspect hospitals, nursing homes, and homes for patient care facilities for Federal as well as life safety requirements.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes.

The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis in conducting inspections of various types of occupancies and are responsible for line level fire investigations within their district.

PROGRAM: The Office of State Fire Marshal sponsored no legislation for the Special Session of the 109th Legislature but was active in the support of the smoke detector bill.

The Fire Marshal's Office, in conjunction with Office of Energy Resources, Fire Services Training, and Extension Service conducted classes on wood stove safety throughout a fall and winter campaign introduced by the Governor during Fire Prevention Week. These safety classes were designed to raise public awareness of the many pitfalls when heating with wood. This program continues to be offered to service groups throughout the State on a request basis.

The State Fire Service expressed the desire to be provided with a compilation of State laws effecting their operation and identifying areas of responsibility of the Fire Marshal's Office, Bureau of Forestry, and other areas effecting fire departments throughout the State. A summer intern was secured to research and compile the laws and a book "Laws for the Fire Service" will be supplied to State Fire Chiefs early in the next fiscal year.

A second modest grant was secured from the Maine Criminal Justice Planning and Assistance Agency for a continuation of the arson investigation team training schools held at the Criminal Justice Academy. Three basic schools were concluded early during the fiscal year and two advanced arson investigation schools have been completed. There are now nearly forty teams around the State, each team is comprised of one fire fighter and law enforcement officer. These teams are now investigating suspicious fires.

The computerized gas chromatograph, now in operation at the State Lab in the Department of Human Services, is being utilized at an increasing rate and has significantly reduced laboratory costs.

The Maine Fire Incident Reporting System continues to grow as more departments become trained and provided with the reporting material. Approximately two hundred departments are now supplying data which is entered into the computer and forwarded to Washington for inclusion in the National Fire Reporting System.

The number of set and fraudulent fires continues to increase reflecting the national trend. To keep abreast of new techniques, inspectors and investigators from the Fire Marshal's Office continue to receive advanced training.

The plans review section of the Fire Marshal's Office has developed a training course on the utilization of the Life Safety Code and other appropriate codes which is available to municipal fire and building inspectors as well as the design and construction professions.

The Supervisor of Patient Care Facilities section and his inspectors continue to provide staff training for patient care facilities in areas of fire safety, prevention, evacuation, and other emergency procedures in case of fire.

LICENSES, PERMITS, ETC.:

License:
- Travelling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
  - Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:
- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.
- Fire Prevention Building Code.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).
Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).
Rules and Regulations Relating To Motion Picture Theatres (To be updated) (No Fee).
1976 Edition of Life Safety Code ($4.75 per copy).

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	436,353		436,353			
State Share of Retirement	91,015		91,015			
Prof Service, Not By State	15,329		15,132		197	
Computer Service, By State	2,610		2,610			
Other Prof Serv, By State	11,101		11,269		—168	
Travel Expenses, In-State	8,293		8,193		100	
Travel Expense, Out-State	2,953		2,743		210	
Operation—State Vehicles	53,827		53,827			
Utilities	11,080		11,080			
Rents	13,011		13,011			
Repairs	1,120		1,120			
Insurance	601		601			
General Operating Expense	8,445		8,445			
Other Supplies	19,030		18,972		58	
Pensions	192		192			
Equipment Purchases	34,535		34,535			
Trans. to Gen.-Fund Sta-Cap	5,459		5,456		3	
TOTAL EXPENDITURES	714,954		714,554		400	

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE
ROBERT E. WAGNER, JR., Director

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2297
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Citation:* 25 M.R.S.A. Sect. 1541
Average Count-All Positions: 11 *Legislative Count:* 11

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: A major reorganization in the SBI Identification Division continued to take place during 1979 in order to make it more efficient and responsive. This was necessitated by state and federal privacy and security laws along with an identified need to upgrade existing operations.

The reorganization involved the SBI Director working with a representative of the Attorney General and a representative committee of user agencies to accomplish the objectives of the reorganization.

Considerable progress has been made in attaining the reorganization objectives. New forms and techniques have been developed to improve the submission and completeness of CHRI. They include duplicate court abstract cards, training pamphlets, bulletins, schools on basic and advanced fingerprints at the Maine Criminal Justice Academy, field training statewide on taking and submitting fingerprints, development of new record dissemination sheets, reclassification of thousands of prints, resequencing of files for easier access, purging of old and outdated records, purging of records no longer in the criminal category, better employee training, improved physical security and numerous other activities.

Technical assistance has been pursued and acquired by the Identification Division and the first steps toward automation have been taken.

Specific activities included in 1979, 5,507 fingerprint cards received, classified, and recorded with existing records or in new records; 3,434 records from out-of-state agencies received and processed; 30,228 inquiries checked and 6,910 records sent out on request; 24,862 court abstract records received and filed; 15,097 preparations of mail were made. Fourteen regional training schools were held.

The State Police Investigative Records Section of SBI received and processed 5,432 criminal cases in 1979. Additional criminal case reports totaling 2,826 were added to existing criminal cases and 398 civil cases were received. Insurance information requests for crime verifications totaled 455. All State Police Uniform Crime statistical reports by county are processed monthly in this division for inclusion in statewide statistics.

The Uniform Crime Reporting Program section enjoys 100% reporting of crime statistics from all organized law enforcement agencies, state, county and local. Crime profiles are developed by computer monthly and mailed to contributors quarterly. "Crime in Maine" 1979 was printed and distributed according to statute. The crime of arson was mandated by US Congress in 1979 to be included in UCR reporting and has been included in the Maine program. Training in proper UCR reporting is a continuous process and conducted regionally statewide.

PUBLICATIONS:

Crime in Maine January - June 1979
Crime in Maine 1979

Limited printing of these publications are available after meeting State requirements and are available while supply lasts free to interested citizens. In-house copies are always available for review or to answer specific inquiries on criminal statistics.

FINANCES, FISCAL YEAR 1980: 25 MRSA, Section 1541 provides that expenditures of this unit, which amounted to $155,999.50 in FY 80, shall be borne by Bureau of State Police and are, therefore, included in its financial display.

DIVISION OF SPECIAL INVESTIGATIONS

MELVIN GRAVES, DIRECTOR
SHERMAN E. HARRINGTON, JR., Deputy Director

Central Office: 93 Silver Street, Waterville; *Floor:* 2 *Telephone:* 872-5989
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: October 1977 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 240; *Citation:* 25 M.R.S.A., Sect. 2911
Average Count—All Positions: 3 *Legislative Count:* 3

Organizational Units:
DSI North
DSI East
DSI Central
DSI South
DSI Smuggling
DSI Diversion Investigative Unit (DIU)

PURPOSE: The Division of Special Investigations (DSI) is commissioned with the powers and duties to investigate violations of all drug control laws of the State of Maine and related criminal activities. DSI assists federal, state, county and municipal law enforcement agencies in their efforts to enforce drug laws.

Activities that are investigated include: drug diversion—legal drugs diverted into the illegal market, i.e. hospitals, pharmacies, doctors, etc.; and smuggling of drugs from outside the State. The Division is also responsible for documenting drug information to federal, state, county and local law enforcement agencies as well as for providing drug education to the State of Maine.

ORGANIZATION: The Commissioner of Public Safety establishes and maintains the Division of Special Investigations (DSI) within the Department of Public Safety. The Division functions are carried out by a director, deputy director and secretary, the only three fulltime positions, and all based at the administrative office in Waterville. There are seven other functional units within the organization, namely, an intelligence officer, smuggling unit, drug diversion unit, and offices in Northern, Eastern, Central, and Southern Maine. All positions within the units are occupied by personnel donated by state, county and local police agencies.

PROGRAM: The Division of Special Investigations (DSI) activity increased substantially during 1979. There were 850 drug or drug related cases developed during the year involving 550 defendants. This results in a 65% increase over 1978.

The four geographic units and DSI headquarters were responsible for removing over $100,000 worth of illicit drugs from our streets, recovering in excesses of $52,000 worth of stolen property and seizing $50,000 worth of vehicles that were used to facilitate the sale of drugs in Maine. (The total value of seized property, including the Smuggling Unit seizures, totals $300,000.)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPECIAL INVESTIGATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105,569	30,619			74,950	
State Share of Retirement	18,054	5,342			12,712	
Prof Service, Not By State	51,986	30,018			21,968	
Other Prof Serv, By State	1,740	1,562			178	
Travel Expenses, In-State	3,356	1,406			1,950	
Travel Expense, Out-State	1,621	321			1,300	
Operation—State Vehicles	34,094	32,465			1,629	
Utilities	19,015	14,082			4,933	
Rents	17,390	1,069			16,321	
Repairs	2,575	2,486			89	
Insurance	3,208	2,428			780	
General Operating Expense	28,157	28,012			145	
Other Supplies	30,965	27,488			3,477	
Pensions	300	300				
Equipment Purchases	21,864	19,908			1,956	
Trans. to Gen.-Fund Sta-Cap	2,033				2,033	
TOTAL EXPENDITURES	341,927	197,506			144,421	

BOARD OF DIRECTORS OF THE DIVISION OF SPECIAL INVESTIGATIONS

DARRELL CRANDALL, CHAIRMAN
FRANCIS WOODHEAD, Vice Chairman

Central Office: 93 Silver Street, Waterville; *Floor:* 2 *Telephone:* 872-5989
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: October 1977 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 241; *Citation:* 25 M.R.S.A., Sect. 2912
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Directors of the Division of Special Investigations (DSI) is established to assist and advise the Division in formulating operational guidelines to coordinate efforts pertaining to the enforcement of drug control laws and the investigation of related criminal activity. The Board provides guidance regarding the utilization of donated police personnel and for the establishment and scope of a centralized intelligence system.

The Board is further responsible for direct participation regarding the selectmen and reappointments of the director and deputy director. The Board meets at the call of the chairman at least once every second calendar month.

ORGANIZATION: The Board of Directors within the Division of Special Investigations (DSI) consists of 11 members as follows: The Commissioner of Public Safety, ex officio, or his designee; the Attorney General, ex officio, or his designee; and the following additional members that are appointed by the Commissioner of Public Safety: 9 representatives who are municipal police chiefs, sheriffs or district attorneys, 2 of whom are from the Cumberland, Lincoln, Sagadahoc and York County area; 2 from the Androscoggin, Kennebec, Somerset, Oxford and Franklin County area; 2 from the Waldo, Penobscot, Piscataquis, Hancock, Knox and Washington County area; 2 from Aroostook County; and one at-large. The board was organized by selecting a chairman and a vice-chairman from among its members.

The Attorney General, or his designee, and the Commissioner of Public Safety, or his designee, are members of the board during their terms of office. All of the other members of the board serve for a term of three years.

PROGRAM: During fiscal year 1980 the Division's Board of Directors met occasionally. Discussions centered around operational enforcement activities and the need for additional and specialized equipment and manpower. Several incumbent Board members were reappointed and two new appointments were made in compliance with enacting legislation.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Division of Special Investigations.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 20 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor inspectors who work under the direction of the chief inspector and an assigned supervisor, but normally acts independently in the field. Each inspector is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The inspector is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Field inspectors spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore inspectors of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an inspector has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with the liquor inspectors under its control. In 1947, the liquor inspectors were placed under the State Personnel Law, which forced prospective inspectors to take State examinations in order to be eligible for inspector positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by an Inspector II, with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of an inspector were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field inspectors monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 479 written warnings during FY 80 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 80 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,202 licensee premise inspections; and a total of 9,527 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 653 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 80 a total of 377 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $49,450.00 with 106 license suspension days. As a result of criminal citations in Maine Courts, $16,010 was paid in fines thus total fines amounted to $65,460.00 for FY 80.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 80 the number of agency stores in the State of Maine rose to 51. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	333,144	333,144				
State Share of Retirement	69,870	69,870				
Prof Service, Not By State	1,381	1,381				
Other Prof Serv, By State	9,117	9,117				
Travel Expenses, In-State	1,228	1,228				
Operation—State Vehicles	32,549	32,549				
Utilities	3,208	3,208				
Repairs	383	383				
Insurance	2,749	2,749				
General Operating Expense	1,319	1,319				
Other Supplies	7,365	7,365				
Pensions	9,114	9,114				
Equipment Purchases	27,110	27,110				
TOTAL EXPENDITURES	498,537	498,537				

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. ALBERT T. JAMISON, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 405 *Legislative Count:* 433

Organizational Units:

- Division of Administrative Services
- Office of Planning and Research
- Division of Personnel
- Crime Laboratory
- Traffic Programs
- Public Information Office
- Traffic Division
- Criminal Division
- Special Services

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,600 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau by authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931, a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Division of Administrative Services. The Division of Administrative Services is responsible for providing administrative services and directing all fiscal and budgetary operations. The Division maintains all financial records, time and leave records, payrolls, and inventory controls. Other functions include: preparation of purchase requisitions, contractual services, purchase of equipment, clothing supplies, maintenance of equipment, preparation of Biennial Budget, printing of bulletins, forms, orders, etc., and disbursement of funds.

Office of Planning & Research. This office provides management support and program development in both administrative and operational matters. Included in this office is the Department's Data Processing Unit, which during 1979 processed 69,837 arrest reports and 29,578 State of Maine Traffic Accident Reports.

Major activities during 1979 included but were not limited to, the creation, training and equipping of a State-wide Accident Reconstruction Team which provides in-depth motor vehicle accident investigative services to all jurisdictions; coordination of efforts in the area of enhancing the agency's in-house data processing program; completion of a Delivery of Police Services study addressing areas of need throughout the State, and continued work on the Maine State Police Aircraft Enforcement Program which has received nationwide recognition in terms of cost effective speed enforcement.

Data Entry. During the 1979 calendar year, 1,011,802 cards were processed by the Data Entry Section for the following programs:

Activity System
Accident System
Uniform Crime Reporting System
NFIRS
Inspection Stickers
Miscellaneous Programs
Mileage Reports
55 mph Speed Enforcement Certification
Vehicle Cost Analysis Program
Time & Leave
Arrest Reporting System
Traffic Labels
Case Reports

Public Protection. The prime enforcement activities for 1979 are:

Trucks Weighed	11,326
Stolen Property Recovered	1,518,433
License Fees	236,693
Accidents Investigated	7,285
Written Warnings	86,139
Arrest Reports	69,785
Defective Equip. Warnings	72,578
Aids to Motorists	25,762
Total Fines	3,380,204
Licenses Issued	16,762

Personnel Division. The major emphasis of the Personnel Division in this fiscal year was in the area of Maine State Police Trooper validation. The Division in cooperation with the State Department of Personnel is validating the written, oral, and physical agility tests as well as all recruitment hiring standards. The hiring of all Maine State Police Troopers has been suspended pending the completion of this process. In addition to the on-going validation project the Personnel Division is developing and updating its Affirmative Action Plan. This plan has and will continue to include affirmative recruitment policies toward minorities and women. The Personnel Division continued to maintain and update the career statistics and personnel actions for its approximately 600 Public Safety employees.

In addition the Division has been involved with organizational reviews in an effort to continue to achieve maximum utilization of the current workforce.

Traffic Programs. The Office of Traffic Programs was established in June 1979. It is responsible for three general areas, which are: Traffic Planning, Accident Reconstruction, and Statistics. The following is a brief description of each area:

Traffic Planning: Traffic Planning is unique in title only. The Maine State Police have been involved in traffic planning under various titles for many years. This area is very closely aligned to statistics as the statistics provide the basis for most of the plans that are developed. The actual planning process consists of identifying a need either present or future and developing a program to address that need. This program may be one that is unique to our own agency or may require a coordinated effort because of multi-agency involvement.

The next step in planning is the program implementation. At this level programs monitoring is also conducted to insure that the plan is meeting its intended objectives. Adjustments may be made at this level to insure the maximum benefits are being realized.

The following are examples of traffic planning:

- Traffic accident reconstruction program
- Pre-arrest breath alcohol screening devices
- In-service training—traffic related
- Entry level training programs

Accident Reconstruction: On April 6, 1979, twenty-six (26) accident reconstructionists graduated from the Maine Criminal Justice Academy including twenty-five (25) State Police officers and one (1) individual from the Department of Transportation. The twenty-five (25) State Police officers are still assigned as regular patrol officers throughout the state with additional responsibilities for accident reconstruction. There is also one (1) Senior Accident Reconstructionist who coordinates the entire program. The accident reconstructionists are assigned as follows:

Troop	*Number of Accident Reconstructionists*
A	0
B	4
C	4
D	2
E	3
F	4
H	3
I	1

There were two hundred twenty-two (222) accidents that were reconstructed during the nine (9) month period. Of these, one hundred twenty-five (125) were done for the State Police and the remaining ninety-seven (97) were done for other agencies. There has been sixty-three (63) reconstruction cases that have had prosecution and have been cleared through the courts. Seventy-six (76) percent of (48 cases) resulted in guilty pleas or findings, six (6) percent (4 cases) were found not guilty, and seventeen (17) percent (11 cases) were dismissed for varying reasons. Three (3) of the four (4) not guilty findings were because operation could not be proven and four (4) of the eleven (11) dismissals plead to companion cases. There are still eighty-five (85) cases pending court disposition. Twelve (12) of the Accident Reconstructionists have been qualified as expert witnesses so far.

Statistics: Statistics are a necessary part of the highway safety effort. They are used to identify problems, to assist in allocating manpower, and other appropriate resources as well as providing a tool for measuring results.

One of the most important roles that statistics play is in the field of selective traffic enforcement, which examines the primary causes of accidents and compares them to the types of enforcement activity that occurs at the same time and location.

A great deal of educational material that the Maine State Police provides the public is based on statistical information. Some of the data used to develop the statistics comes from the following:

- Demographic data
- Traffic flow data
- Geographic data
- Accident and arrest data
- Criminal history data

Public Information. The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to staff and field personnel.

Although all state police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24 hours a day, the Public Information Officer maintains liaison with the news media.

During 1979, the office disseminated 173 news releases to the print and/or broadcast media. The Public Information Officer served as spokesman in 275 instances. Broadcast public service announcements were produced to make the public more aware of the following: (radio) Winter Road Safety, State Police Recruiting, School Bus Safety, Burglary Prevention, 55 mph Speed Limit, Operating Under the Influence, Seat Belts, School's Open/Labor Day Safety, Autumn Driving, Woodburning Stove Safety, Fire Prevention Week, Car & Winter, Christmas Fire Safety, Motor Vehicle Inspection, and Christmas-New Year Safety, (television) 55 mph Speed Limit and Holiday Alcohol Highway Safety.

In addition, the office compiled the annual report, updated department publications, and published the employee newsletter. The Public Information Officer provided counsel and assistance to the Woodburning Stove Safety Awareness Campaign, the Law Enforcement Program for Women & Minorities, and the Coordinator for the Crime Prevention Seminars. He also instructed News Media Relations at the Maine Criminal Justice Academy.

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a Lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility; however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis; instruction of State, county, and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities for FY 80 as performed by the Crime Laboratory.

Court Appearances:
709 Total Hours
142 Average Hours per man

Crime Scene Processing:
42 Total Number
8 Average per man
256 Total Hours
51 Average Hours

Film processed:	
4x5 black & white negatives	1510
2¼ color roles	300
35 mm color roles	963
Total negatives	2773
4x5 black & white	1042
2¼ color prints	962
35 mm color prints	8522
35 mm color slides	1505
Total Prints	12031

The activity performed by the photography section shows a reduction in some areas because of a different recording system.

Fingerprint comparison: A fingerprint comparison expert can conclusively state that any given fingerprint came from a particular finger to the exclusion of all others. Latent impressions are those fingerprints and palmprints left on an object after that object has been handled.

During 1979 the Fingerprint Section of the Crime Lab produced the following in terms of activity:

Fingerprints:

	State Police		*Other Agencies*	
	Numbers	*Hours*	*Numbers*	*Hours*
Cases	84	544	120	482

Methods used in determining the presence or absence of latent prints include dusting with various powders, iodine fuming, and ninydrin and silver nitrate testing. Fingerprint comparison is a positive science which requires great concentration. No two persons fingerprints have ever been found to be the same.

Firearms Identification: Firearms identification is also an exacting science. It encompasses the comparison of a test bullet from a suspect weapon with a bullet found at the scene of a crime; comparison of extractor ejector marks found on a cartridge case at a crime scene with cartridge case(s) used for test purposes in a suspect weapon; distances from which a shot was fired; and the make, caliber, and type of firearm from which a given shot was fired.

Weapons submitted from:

	State Police	*Other Agencies*
Firearms Cases	92	74
Gun Powder Residue	23	8
Serial No. Restoration Cases	19	6
Tool Mark Comparison Cases	7	28

Serology Section: The Serology section of the Crime Lab is responsible for the examination of blood and other body fluids. In cases of rape, assault and murder, microscopic examinations of body fluids, such as the typing of blood, often eliminates a suspect from the investigation as well as narrows the investigation to a particular suspect.

To assist in the successful prosecution of all homicides, laboratory personnel are required to attend the autopsy of a victim in a case to which they are assigned. During FY 1980 lab personnel attended 58 autopsies which consisted of a total of 194 hours.

	Serology	*Hair & Fiber*	*Items Examined*
State Police Cases	72	42	1,525
Other	96	81	

Beano and Games of Chance. The Licensing Section of the Maine State Police is responsible for the enforcement, licensing and administration of over 745 Beano and Games of Chance organizations state-wide.

The Licensing Section also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible, with all complaints being fully investigated. For fiscal year 1978-79 there were over 285 premise inspections, resulting in 22 arrests and 384 warnings.

Over 400 written information requests are answered yearly, plus over 1,000 telephone information requests.

Summary of 1979 activities include:

Beano and Bingo

1. Total Beano organizations licensed—429
2. Total number of Beano licenses issued—3,886
3. Total revenue received by State of Maine from Beano license fees—$29,054.00
4. Total operating expenses for 1979 year—$36,544.89
5. Deficit from Beano licensing fee for 1978-79 year—($7,490.89)

Games of Chance

1. Total Games of Chance organizations licensed—316
2. Total number of Games of Chance licenses issued—8,295
3. Distributors licenses issued—13
4. Total revenue received by State of Maine from Games of Chance license fees—$161,717.00
5. Total operating expenses for 1979 year—$25,781.89
6. Surplus from Games of Chance license fees to State of Maine General Fund Account for 1978-79 year—$135,935.11
7. Combined surplus for Beano and Games of Chance license fees to State of Maine General Fund Account for 1978-79 year—$128,444.11

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and the Deputy Chief of criminal activity within the State and the issuance of all permits to out of state residents to carry concealed weapons, licensing private investigators and licensing polygraph operators.

Polygraph: Polygraph examinations are designated to determine truth or deception when subject is asked questions about his or her knowledge, participation and/or complicity in an illegal act. Each of the three Criminal Investigation Divisions (CID) has one modern multichannel polygraph instrument and three examination sites. There are four polygraph examiners, two of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Northern Examiner also conducts examinations on an appointment basis for federal, state, county and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle.

In FY 80, the Criminal Investigative Division (CID) was restructed to include three divisions which encompass the south, central, and northern portions of state respectively. Each division coincides with the present conceptual breakdown of the field divisions. Each CID is commanded by a lieutenant who in turn reports to the field division commander of his particular division, a State Police Captain. The overall activity of the Criminal Investigative Division is co-ordinated and administered to by the Deputy Chief and State Police Lieutenant Colonel. Furthermore, it has been concluded that the realignment of the CID's with the field division, along with a common administrator for both criminal and field (patrol) forces within each division gives way for a more efficient overall operation for both units.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

Traffic Division. Responsibilities of the Traffic Division include the Administration of the Maine Motor Vehicle Inspection Program, the statewide Truck Weight/Size Enforcement Program, the statewide Accident Reporting Program and the statewide Air Wing Enforcement Program. The Division maintains current files on junk yard licenses, Department of Transportation construction areas and permits, size and weight regulations and registration requirements of other states. The Division also handles requests for speaking engagements from schools and organizations, conducts Defensive Driving Courses and provides information on motor vehicle and pedestrian safety. Information to the public on Motor Vehicle Laws is also provided by this Division. The Director serves as legislative liaison concerning Motor Vehicle law.

Motor Vehicle Inspection—This section has the responsibility for the administration of over 1,600 inspection stations, providing them with the necessary materials for licensing and supplying adequate manuals on the rules and regulations governing motor vehicles. During 1979 1,380,121 stickers were sold to inspection stations with a gross income of $345,000.

Nearly 5,000 certified inspection mechanics are licensed by this section, and up-to-date files are kept on those mechanics certified as well as those who require re-certification. Nine troopers are assigned as traffic safety officers to supervise and enforce the motor vehicle inspection procedures. Traffic safety officers also conduct semi-annual inspection of all school buses and conduct training programs for inspection mechanics and field personnel.

Truck Weight—This section is a sub-program within the Traffic Division. It is currently staffed with 6 officers equipped with portable truck weighing equipment whose primary responsibility is that of enforcing the Truck Weight and Public Utility Commission laws and rules and regulations. During 1979, the courts assessed fines in excess of $374,000 for truck related violations.

Traffic Accident Reporting—This program is established by Title 29, Section 891. The Traffic Division publishes a standardized accident report form utilized by all police officers investigating traffic accidents within this State. The completed accident reports are submitted to the Traffic Division where they are screened for accuracy and completeness then coded and key punched to transfer the data to a computer compatible form for statistical purposes. The accident reports are then microfilmed to facilitate storage, handling and to expedite retrieval. During 1979 29,578 accidents were processed by the Division.

Air Wing—The primary function of the aircraft during 1979 was directed toward enforcement of the 55 mph speed limit. However, it was also found to be very effective in such areas as coastal intelligence flights related to drug smuggling, aerial photography and surveillance of criminal suspects.

As a result of a psychological effectiveness study measuring the effect of an enforcement aircraft on the potential speed violator conducted in the Spring, a new patrol technique was added to the program. The study strongly indicated that a low flying high visibility aircraft tends to slow motorists down for a longer period of time than any other enforcement vehicle, therefore, low level flight waivers were obtained from the Federal Aviation Administration making the high visibility technique legally acceptable.

It is impossible to assign a monetary value to investigative information gained. However, its effectiveness does not go unnoticed. Drug enforcement officials believe the aircraft can gain information in a three hour coastal flight that it would take ground units three days to acquire.

A total of 695.1 hours (152.3 for criminal and other 542.8 for speed enforcement) were flown by the Air Wing in 1979 as illustrated by the following breakdown:

Criminal and Other:

Division Special Investigations		Criminal		Attempt to Locate	
Intelligence	21.5	Intelligence	1.6	Lost Persons	9.5
Surveillance	10.4	Surveillance	2.0	Wanted Persons	15
Photography	6.2	Photography	0	Property	23.5

Other	
Executive Transportation	2.9
Emergency Relays	1.7
Assist Fish & Wildlife	2.3
Maintenance	4.3
Pilot proficiency	49.1

Speed Enforcement: A total of 542.8 hours were devoted to speed enforcement, including low level enroute patrol and actual clocking time over the zones—170.5 hours of which were actual clocking time.

Throughout the year 2,203 aircraft citations were issued resulting in a 12.71 citation rate per clocking hour. The average cited speed in a 55 mph zone was 69.90. Of all vehicles apprehended, 56% were nonresident.

Considering that the average fine for those cited speeds is $60 per citation, a projected income for 2,203 violations is $130,080. However, not all violators pay their assessed fines.

The total cost of the Air Wing operation for the year was $14,314.67. A more realistic return on fines is approximately 80 percent or $104,064. Therefore, the Air Wing produced 7.26 times the amount of money it costs to operate—not considering the non-tangible value of its accomplishments in criminal law enforcement.

Federal Highway officials have credited Maine as the only New England State that has shown an average speed reduction, and reduced fatality rate over the previous year. It is felt that aerial enforcement has played a major, highly cost effective role in Maine's 55 mph enforcement program.

Special Services. The Director of the Division of Special Services is basically responsible for specialized training of personnel who are normally assigned to other duties. These officers are cross trained in areas of specialization in order to provide professional response to unique situations not encountered on a routine basis.

Included in this Division are the Underwater Recovery Unit; Hazardous Materials, Anti-Sniper Squad, Civil Confrontation Response, Air Search and Rescue and Hostage Negotiations.

The Underwater Recovery Unit is comprised of trained divers certified in Cardiovascular Pulmonary Resuscitation and Advanced Underwater Search and Recovery. Diving services are provided for State Police cases as well as those initiated by other enforcement agencies. The scope of activities performed by this Unit range from recovery of evidence in criminal cases to retrieval of drowning victims.

The Director of Special Services represents the agency in matters related to hazardous materials and coordinates training for field personnel in this area. He also is responsible for training and coordinating anti-sniper activities as well as agency response to civil confrontation situations. As such, the Director coordinates State Police activities with other organizations, such as the National Guard, as circumstances dictate.

This Division also represents the Bureau of State Police in matters concerned with air search and rescue missions.

The science of hostage negotiations has recently taken on new meanings throughout the nation. It involves the psychology of the hostage taker as well as those being held against their will. Entirely new concepts have been developed in order to maximize the chances of a safe recovery in hostage incidents. The Director of Special Services has received extensive training in this field and his expertise is readily available on a state-wide basis.

LICENSES, PERMITS, ETC.:

License:
- Games of Chance
- Beano
- Motor Vehicle Inspection
- Private Detective
- Security Guard

Permit:
- Gun
- Towing Permit
- (Unregistered & Uninspected)
- Non-Resident Concealed Weapon
- Clearance Certificates to increase gross registration on trucks.

PUBLICATIONS:
- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual ($3.00)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- Maine—As Strong As Her People (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)
- Private Investigator (Free)
- Private Security Guard (Free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,513,679	441	46,880	6,453,909	12,449	
State Share of Retirement	2,152,695	—14	8,387	2,142,896	1,426	
Prof Service, Not By State	36,067		44	36,023		
Computer Service, By State	65,691			65,691		
Other Prof Serv, By State	10,992	1	414	10,266	311	
Travel Expenses, In-State	54,977			54,940	37	
Travel Expense, Out-State	11,579	92		10,088	1,399	
Operation—State Vehicles	949,097			948,961	136	
Utilities	244,206			244,043	163	
Rents	131,003			131,003		
Repairs	65,592			65,592		
Insurance	49,916			49,916		
General Operating Expense	56,424	1,684	76	53,276	1,388	
Food	405			405		
Fuel	21,010			21,010		
Other Supplies	195,999	48		195,362	589	
Grants to Local Govts.	100,110			100,110		
Pensions	731,322		106	731,216		
Equipment Purchases	930,830		1,227	894,188	35,415	
Structures & Improvements	1,490			1,490		
Transfer to General Fund	8,482			8,482		
Trans. to Gen.-Fund Sta-Cap	254,095		1,344	252,444	307	
TOTAL EXPENDITURES	12,585,661	2,252	58,478	12,471,311	53,620	

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

DAVID WHITTER, TRANSPORTATION PLANNING, CHAIRMAN
WILLIAM F. FERNALD, DIRECTOR, BUREAU OF PUBLIC TRANSPORTATION

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met five times during the preceding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Public Transportation. It issues no licenses and produces no publications. The Advisory Board participated in a conference during September 1979 at which a speaker for the U.S. Department of Labor and the Federal

Highway Administration answered questions and provided information relative to the new rules and regulations of the Non-Urbanized Public Transportation Funding Program.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $331.47 in FY 80 and are, by administrative decision, included with those of the Bureau of Public Transportation.

PUBLIC UTILITIES COMMISSION

RALPH H. GELDER, CHAIRMAN
MICHAEL K. FEENER, Secretary

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333
Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1
Average Count—All Positions: 78 *Legislative Count:* 32

Organizational Units:
Finance Division
Water and Gas Division
Transportation Division
Secretary's Office
Electric Division
Telecommunications Division
Legal Division

PURPOSE: The Public Utilities Commission's mission is to protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as a judicial forum on cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 150 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 2,793 trucking companies, 57 bus companies, 8 railroads, one water carrier, and limited aspects of radio common carriers.

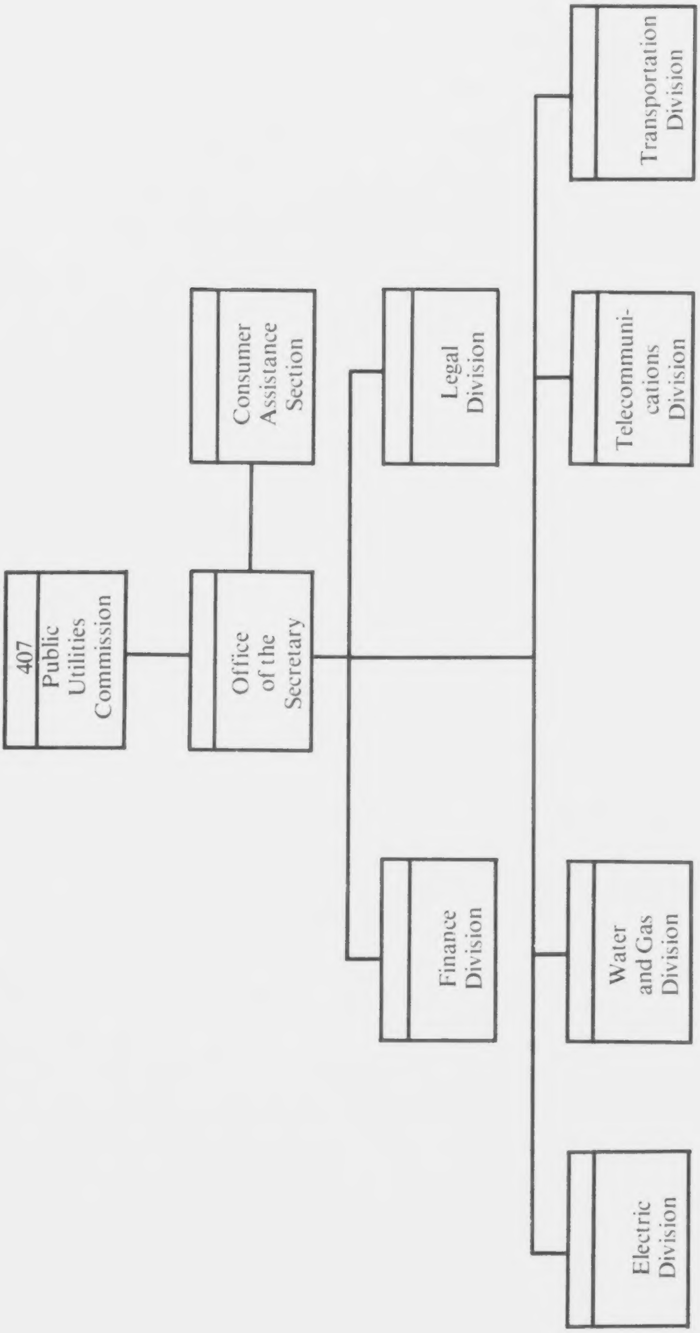
The Commission is divided into seven operating divisions with respective powers and duties as follows:

Secretary's Office. This Division is responsible for planning, organizing and directing the work of the Administrative Division of the Commission. This office also works closely with the Commissioners in policy development and execution, coordination of inter divisional work, and development and implementation of operational priorities. Part of the Secretary's Office is the **Consumer Assistance Section** which receives, analyzes and responds to complaints from Maine utility customers.

Electric Division. This Division regulates 17 electric utilities in Maine, involving over one half million meters; prepares engineering cross-examination in pending cases involving electric rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electrical accidents involving loss of human lives; investigates, resolves, and confers with utilities on customer complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revises rules and standards of service for electric utilities.

Legal Division. The Commission legal division is responsible for legal advocacy before federal and state courts and agencies. It provides examiners and legal advisors in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction.

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65


407
Public Utilities Commission
Office of the Secretary
Consumer Assistance Section
Finance Division
Legal Division
Electric Division
Water and Gas Division
Telecommunications Division
Transportation Division

Approved by Bureau of Budget

CONSOLIDATED FINANCIAL CHART FOR FY 80
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,092,275	513,113	1,314	550,187	27,661	
State Share of Retirement	178,990	81,193	252	92,861	4,684	
Prof Service, Not By State	66,066	61,897		1,725	2,444	
Travel Expenses, In-State	11,468	2,859		7,406	1,203	
Travel Expense, Out-State	20,781	10,000		9,585	1,196	
Operation—State Vehicles	15,064			15,064		
Utilities	35,444	18,539		16,833	72	
Rents	19,284	8,530	954		9,800	
Repairs	3,457	394		3,028	35	
Insurance	66	-		66		
General Operating Expense	89,123	36,382	1,339	50,643	759	
Other Supplies	19,779	5,269	393	13,558	559	
Grants to Federal Govt.	2,500				2,500	
Equipment Purchases	36,724	1,398	498	34,639	189	
Trans. to Gen.-Fund Sta-Cap	42,163		110	40,138	1,915	
TOTAL EXPENDITURES	1,633,184	739,574	4,860	845,533	43,217	

Finance Division. This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division prepares questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate cases exhibits as requested.

Telecommunications Division. This Division regulates 25 telephone utilities in Maine; prepares engineering cross-examination in pending cases involving telephone rate increases, service complaints, line extensions, etc.; investigates, resolves, and confers with respective utilities on customer complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

Transportation Division. This Division is responsible for safety and economic regulation of all modes of for-hire freight and passenger surface transportation, including some water transportation; it maintains a comprehensive tariff file on both interstate and intrastate rates and processes all requests for changes thereto; checks and maintains all required annual reports; audits transportation freight bills of all State agencies and serves in an advisory capacity on traffic and transportation matters; processes applications for authority and assignment and transfer; maintains the insurance files, issues permits, certificates, identification decals, etc.; conducts safety and economic highway and terminal checks for compliance and investigates all questionable operations; works closely with federal agencies under cooperative agreements; receives and investigates all complaints pertaining to transportation; and reviews and recommends statutory changes and changes in the rules and regulations affecting the regulated transportation industry.

Water and Gas Division. This Division regulates 146 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings. It prepares and reviews cost allocations and rate studies; conducts conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for hire over any street or highway in Maine. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Joint Standing Committee on Public Utilities and to confirmation by the Legislature, for terms of seven years. One member is designated by the Governor as chairman, and all three members devote full time to their duties.

PROGRAM: The Commission had a full regulatory docket during the fiscal year 1979-1980. Particularly noteworthy cases included:

Sears Island decision—The Commission conducted hearings and decided the record evidence was insufficient to warrant a finding that the public convenience and necessity required the construction of a 600 MW coal fired electric generating facility on Sears Island.

Maine Atomic Yankee Shut Down—The Maine Yankee nuclear electric generating facility was closed down pending an investigation of Nuclear Regulatory Commission. During the shut down, more expensive power than that generated at Maine Yankee was purchased by Maine's retail electric utilities to meet their needs. A complaint was investigated by the Commission which dealt with issues as to whether the ratepayer or stockholders were going to pay for the more expensive power that was purchased during the shutdown. Pending final decision, the Commission issued a temporary rate order requiring that the extraordinary increase cost be written off over a seventeen month period.

Investigation of Rates of Largest Electric Utilities—Investigations into rates of Maine's two largest electric utilities were initiated during the fiscal year. Significant portions of the revenue requirement evidence were taken in both cases. The cases will be completely processed during the next fiscal year.

Rulemaking—Rulemaking proceedings were concluded during the fiscal year as required by the Maine Administrative Procedure Act. New Rules of practice and procedure were promulgated and rulemaking proceedings dealing with disconnection of electrical service during the winter months were initiated.

Legislative Changes—Significant legislative changes during the fiscal year which affect the Public Utilities Commission jurisdiction include:

1) An easing of the standard established for the Commission to use in determining whether temporary carrier authorities should be granted and authorization of interlining carriers to file single factor rates with the Commission even if the route in question is also served by a single line carrier.

2) Authority for electric utilities to include capacity purchases from small power producers and cogenerators in the fuel adjustment clause charges.

3) Expansion of the exemption from Commission jurisdiction of certain car pools and van pools. This expansion encourages pooling as a means of transportation.

4) A requirement that the Commission establish a telephone service rate for deaf or hearing impaired users of service which takes into account the longer period of time required for such persons to conduct telephone conversations.

LICENSES, PERMITS, ETC.:

Intrastate Common Carrier Certificates
Intrastate Contract Carrier Permits
Intrastate Authority License
Motor Carrier of Passengers for Hire License
Electric Utilities—Application for Certificate of Convenience and Necessity
Interstate Operating Authority for Motor Carriers

FINANCES, FISCAL YEAR 1980: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

J. DONALD HENRY, CHAIRMAN
CAROL J. LEIGHTON, Administrative Assistant

Central Office: Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333 *Floor:* Basement
Established: September 14, 1979
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geographical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 10 meetings between the effective date of the legislation and June 30, 1980. During this period the Committee established several controlling standards to assist in defining and implementing the continuing education requirement for real estate brokers and salesmen. The committee also approved seventy-five programs that have served over 4,000 licensees.

LICENSES, PERMITS, ETC.:

Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRMAN, BOARD OF TRUSTEES
WILLIAM G. BLODGETT, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Section 1002

Average Count—All Positions: 33 *Legislative Count:* 42

Organizational Units:
Maine State Retirement System
Group Life Insurance
Social Security

PURPOSE: The major goal of the (Board of Trustees of the) Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 252 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance under the System selected by the foregoing members of the Board. The Board elects a chairman from its membership and names a consulting actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System, is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1980, was comprised of 42,807 active members (17,735 teachers, 14,394 state employees and 10,678 employees of participating local districts). In addition there were 22,721 inactive accounts on the System's records (12,503 teachers, 7,126 state employees and 3,092 participating local district employees).

Trust fund reserves of the System at June 30, 1980, totalled $315,411,214, an increase of

$52,591,704 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$143,689,410
Teachers (Post 7/1/24)	205,298,232
Teachers (Pre 7/1/24)	(141,017,263)
Participating Local Districts	107,440,835
Total	$315,411,214

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $26,751,198 more than the previous year's end balance, the Retirement Allowance Fund, which was $23,562,958 greater than at the previous year end, and the Survivor Benefit Fund, which was $2,345,005 greater than the previous year end. The payment of pensions and interest charged to the Pre 7/1/24 teacher account, which has not been adequately funded, continues to be a burden on the overall System. Pensions and interest charged to this account during the year amounted to $18,908,491 (pensions paid $9,234,503—interest charges $9,790,090—miscellaneous credits $116,102).

State contributions to the System during the past year totalled $54,652,777, of which $28,812,838 was made on account of teachers and $25,839,939 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $15,551,842. Individual members made contributions totalling $33,705,766 as compared with $30,544,620 in the previous year, as may be seen by the following tabulation:

	FY 1979-80	**FY 1979-79**
Teachers	$14,772,755	$13,904,534
State Employees	11,896,170	10,056,634
Participating Local Districts	7,036,841	6,583,452
Total	$33,705,766	$30,544,620

Retirements processed during the last fiscal year totalled 884, representing 321 teachers, 337 state employees and 226 participating local district employees. This represents a decrease of 108 retirement authorizations as compared with the previous year. As of June 30, 1980, there were 15,557 persons on the retirement payroll which amounted to $6,446,313. There were 6,774 teachers, 5,878 state employees and 2,905 employees retired from participating local districts on the June 1980 payroll.

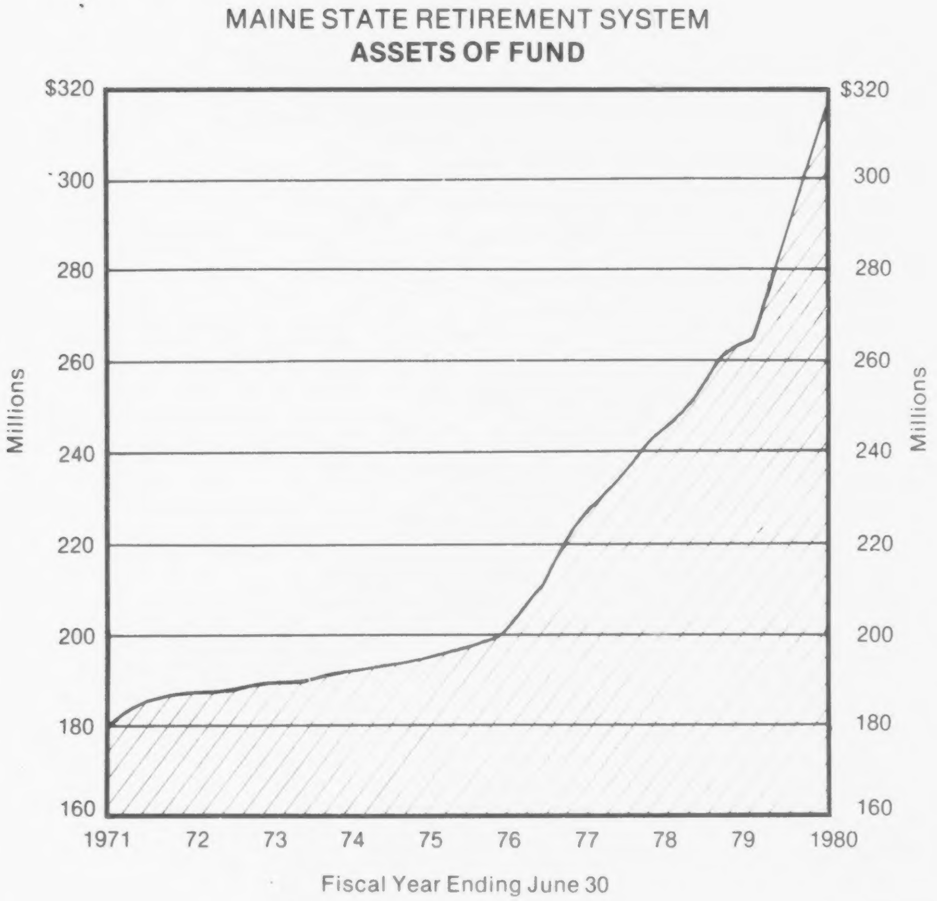
Retired persons and their beneficiaries were paid retirement allowances of $76,476,529 during the year, an increase of $5,669,000 over benefits paid during the previous fiscal year. This increase was due for the most part to a 4% cost-of-living increase paid to retired state employees, teachers and employees of certain participating local districts which have accepted the cost-of-living feature of the System's statutes (September of 1979), and additional retirees being added to the retirement payroll.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,495,620 during the year, an increase of $34,016 over payments under this program during the previous year.

Administrative expenses for the fiscal year were $617,909, a decrease of $5,911 compared to the previous year. This decrease was due primarily to lower costs under the STA-CAP program and the printing and binding category, which were partially off-set by additional data processing costs, retirement costs and expenditures for personal services.

The retired state employee health insurance premiums totalled $980,359 during the fiscal year as compared to $938,377 during the previous year.

During the past fiscal year staff members of the System have met with 46 groups of public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.



RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1980	$76,476,530	$1,495,620
1979	70,807,529	1,461,604
1978	64,002,405	1,392,108
1977	54,069,526	1,265,695
1976	47,393,602	1,196,581
1975	44,817,112	1,165,766
1974	38,001,288	1,061,102
1973	30,512,101	992,463
1972	25,477,441	922,512
1971	19,888,968	808,550

RETIREMENT SYSTEM

MEMBERS AND EMPLOYERS CONTRIBUTIONS

Fiscal Year Ending June 30	*Employees*	*Employers*
1980	$33,705,766	$70,249,466
1979	30,544,619	52,000,495
1978	28,002,557	46,456,338
1977	25,890,129	44,340,036
1976	23,888,254	28,450,370
1975	22,241,103	30,386,051
1974	18,772,056	26,255,827
1973	14,744,244	19,503,529
1972	13,578,508	19,217,928
1971	12,816,848	16,075,383

RETIREMENT ALLOWANCE RECIPIENTS

Fiscal Year Ending June 30	*Total*	*Teachers*	*State Employees*	*Local District Employees*
1980	15,557	6,774	5,878	2,905
1979	14,991	6,626	5,677	2,688
1978	14,272	6,394	5,413	2,465
1977	13,446	6,179	5,035	2,232
1976	12,718	5,967	4,735	2,016
1975	12,070	5,761	4,471	1,838
1974	11,346	5,386	4,301	1,659
1973	10,311	5,020	3,805	1,486
1972	9,321	4,466	3,539	1,316
1971	8,308	4,066	3,081	1,161

STATISTICS

MEMBERSHIP—June 30, 1980:	*Active*	*Inactive*
State Employees	14,394	7,126
Teachers	17,735	12,503
Participating Local Districts	10,678	3,093
TOTAL	42,807	22,722

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1980:		*Percent*
State Employees	337	38.1%
Teachers	321	36.3%
Participating Local Districts	226	25.6%
TOTAL	884	

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1980:		*Percent*
State Employees	17	44.7%
Teachers	10	26.3%
Participating Local Districts	11	29.0%
TOTAL	38	

Participating Local Districts	
Towns	103
Sewer & Water Districts	40
Cities	19
S.A.D.'s	17
Counties	16
Housing Authorities	12
Public Libraries	4
Miscellaneous	41
TOTAL	252

RETIREMENT SYSTEM

FINANCIAL HIGHLIGHTS	*1980*	*1979*
Assets of the Fund at Year End	$317,501,210	$263,819,656
Net Income From Investments	33,905,754	17,376,101
Year End Investments (Cost)	272,523,379	247,923,508
Year End Investments (Market)	288,391,829	258,369,957
Corporate Stocks in Portfolio (Cost)	120,126,223	105,688,128
Percent of Portfolio	44.1%	42.7%
Bonds in Portfolio (Cost)	117,101,914	111,107,156
Percent of Portfolio	42.9%	44.8%
Mortgages in Portfolio (Cost)	5,848,492	6,445,242
Percent of Portfolio	2.2%	2.6%
Insured Guaranteed Contract (Cost)	5,000,000	5,000,000
Percent of Portfolio	1.8%	2.0%
Time Deposits in Portfolio (Cost)	4,000,000	999,726
Percent of Portfolio	1.5%	.4%
Commingled Trust Fund	20,446,750	18,683,256
Percent of Portfolio	7.5%	7.5%

RETIREMENT ALLOWANCES paid—June 30, 1980

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$2,235,840	34.7%	5,878	37.8%
Teachers	3,376,514	52.4%	6,774	43.5%
Participating Local Districts	833,957	12.9%	2,905	18.7%
TOTAL	$6,446,311		15,557	

SURVIVOR BENEFITS paid—June 30, 1980

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$ 71,459	57.1%	413	57.0%
Teachers	33,182	26.7%	172	23.7%
Participating Local Districts	20,283	16.2%	140	19.3%
TOTAL	$ 124,924		725	

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1980

Balance July				$262,819,509.92
Adjustment of Balance Forward				5,033.07
				262,824,542.99
ADDITIONS				
State Contributions				
Teachers:				
Revenue Sharing	$15,575,000.00			
General Fund	13,237,838.00			
		$28,812,838.00		
State Employees:				
General Fund	11,189,653.89			
Highway Fund	6,612,179.92			
Federal Program Fund	4,320,539.05			
Special Revenue Fund	1,932,205.07			
All Other Funds	1,785,361.95			
		25,839,939.88		
Total State Contributions			$ 54,652,777.88	
Participating Local Districts			15,551,842.55	
Academies			44,846.18	
Individual Members			33,705,766.48	
Total Contributions			103,955,233.09	
Net Income From Investments			33,905,754.42	
TOTAL ADDITIONS				137,860,987.51
DEDUCTIONS				
Retirement Allowance Paid	**Number**			
Council Order	2	1,887.31		
Legislative Resolves	9	43,693.61		
Retirement Full Benefits	6706	24,586,144.54		
Ordinary Disability:				
Old Law	85	342,903.08		
Chapter 622, PL 1975	197	1,694,170.84		
Service Incurred Disability	125	502,060.38		
Disability, Chapter 622— July 1, 1978	124	575,332.98		
Option I	1545	5,136,511.70		
Option II	1415	4,970,618.46		
Option III	1673	8,284,299.90		
Option IV	439	1,938,926.63		
Option II—Beneficiary	385	818,576.24		
Automatic Option II— Beneficiary	451	1,069,168.87		
Option III—Beneficiary	439	702,706.69		
Option IV—Beneficiary	307	556,489.32		
Automatic Option IV— Beneficiary	94	220,338.25		
Service Incurred Death— Other	11	74,289.60		
15-Year Teachers	146	146,599.77		
10-Year Vested Right	1014	1,510,129.20		
Accidental Death Benefits— July 1, 1979	3	11,063.13		
20-Year Teachers	32	31,452.30		
Law Enforcement Officers—				
Marine Resources	24	158,492.08		
Fish & Wildlife	67	409,502.00		
State Police	125	803,504.41		
25-Year Service-Age 55*	13	53,574.84		
Forest Rangers*	4	16,813.78		
Fire Fighters & Police— Spec. Prov.—Sec. 1121	7	49,194.84		

Spec. Prov.—Sec. 1092	37	215,981.91		
Benefits by P & S Laws	60	104,536.89		
Prison Guards—Section 1121				
Sub-Section 2-F	9	47,280.12		
Special Benefits—Sec. 1092				
Sub-Section 4	9	17,133.21		
			$55,093,376.88	
Retirement Allowance Adjustment Paid				
Council Order		4,364.30		
Legislative Resolves		4,881.41		
Retirement Full Benefits		10,059,122.75		
Ordinary Disability:				
Old Law		86,994.90		
Chapter 622, PL 1975		262,509.84		
Service Incurred Disability		193,411.23		
Disability, Chapter 622—July 1, 1978		11,479.98		
Option I		2,818,213.99		
Option II		1,476,083.94		
Option III		3,007,339.08		
Option IV		454,526.53		
Option II—Beneficiary		454,300.21		
Automatic Option II—Beneficiary		566,541.67		
Option III—Beneficiary		501,164.12		
Option IV—Beneficiary		115,498.84		
Automatic Option IV—Beneficiary		52,554.19		
Service Incurred Death—Other		29,104.28		
15-Year Teachers		112,693.69		
10-Year Vested Right		611,511.88		
20-Year Teachers		28,166.74		
Law Enforcement Officers—				
Marine Resources		43,140.66		
Fish & Wildlife		137,044.57		
State Police		228,719.04		
25-Year Service—Age 55		32,508.96		
Forest Rangers		5,269.04		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121		17,732.48		
Spec. Prov.—Sec. 1092		36,080.42		
Benefits by P & S Laws		16,120.18		
Prison Guards—Section 1121				
Sub-Section 2-F		15,098.56		
Special Benefits—Section 1092				
Sub-Section 4		975.52		
			21,383,153.00	
Survivor Benefits	**Number**			
Accidental Death—				
Service Incurred	11	22,248.48		
Spouse—Age 60	255	413,165.80		
Spouse—10-Year Clause	184	305,729.37		
Spouse—Children	196	584,279.26		
Children	51	111,770.97		
Parents	32	58,426.56		
			1,495,620.44	
Refunds				
To Former Members		6,843,147.09		
To Beneficiaries of Deceased Members		253,742.50		
To Survivors of Disability Recipients		50,960.19		
To Beneficiaries of Deceased—Option I		102,848.31		
			7,250,698.09	
Other Deductions				
Other Charges to Retirement				
Allowance Fund			51,468.00	
TOTAL DEDUCTIONS				85,274,316.41
Balance June 30			...	$315,411,214.09

*—Includes only those who elected Full Benefits—others under respective options

MAINE STATE RETIREMENT SYSTEM

Balance Sheet

June 30, 1980

Assets	
Investments:	
Bonds	$117,101,913.87
Common Stocks	120,126,223.11
Mortgages	5,848,491.79
Commingled Fund	
Morgan Guaranty Trust Company	16,998,065.81
Travelers Insurance Co.	3,448,684.69
	20,446,750.50
Insured Guaranteed Contract	5,000,000.00
Cash—Time Deposit	4,000,000.00
Total Investments	272,523,379.27
Other Assets:	
Cash (Demand Deposit)*	39,149,222.41
Cash (Fiduciary)	1,598,509.89
Accrued Interest	4,228,247.73
Accounts Receivable (Net)	1,851.00
Total Other Assets	44,977,831.03
Total Assets	$317,501,210.30

	Trust Reserves & Liabilities				
	Total Fund	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Trust Reserves:					
Members Contribution Fund—Current	$236,662,246.64	$ 81,031,501.69	$115,912,262.08	$ ——	$ 39,718,482.87
Members Contribution Fund—Prior	265,133.47	——	265,133.47	——	——
Retirement Allowance Fund**	65,249,503.92	58,487,011.95	81,378,632.25	(141,017,263.47)	66,401,123.19
Survivor Benefit Fund	13,234,330.06	4,170,896.70	7,742,204.34	——	1,321,229.02
Total Trust Reserves	315,411,214.09	143,689,410.34	205,298,232.14	(141,017,263.47)	107,440,835.08
Liabilities & Operating Reserves:					
Accounts Payable	352,030.22	110,819.11	158,343.19	——	82,867.92
Reserve for Expenditures	572,136.12	229,941.51	248,135.44	—	94,059.17
State Retirees Health Insurance	1,165,774.77	1,165,774.77	——	——	——
Suspense (Credit Balance)	55.10	——	——	——	55.10
Total Liabilities & Operating Reserves	2,089,996.21	1,506,535.39	406,478.63	——	176,982.19
Total Reserves & Liabilities	$317,501,210.30	$145,195,945.73	$205,704,710.77	($141,017,263.47)	$107,617,817.27

Post 7/1/24—Includes teachers who began teaching after this date and have made retirement contributions since July 1924

Pre 7/1/24—Includes teachers who began teaching before this date and who were not required to make retirement contributions until 1945

*—Invested in State Treasurer's "Cash Pool"

**—State includes $5,412,233.19 and the Teachers includes $7,529,500.89 from the Disability and Accidental Death Benefits accounts

MAINE STATE RETIREMENT SYSTEM
Administration Funds
Fiscal Year Ending June 1980 and 1979

	1980		1979		Participating Districts Actuarial Services 1980	Participating Districts Actuarial Services 1979
Revenue:						
State Contributions:						
Teachers:						
General Fund	$362,260.00		$ 84,109.00			
Revenue Sharing	——		252,327.00			
Academies	586.07	$362,846.07	—0—	$336,436.00		
State Employees:						
General Fund	150,828.60		124,226.61			
Highway Funds	78,566.59		69,273.01			
Federal Program Funds	60,619.37		47,333.74			
Special Revenue Funds	21,107.33		20,034.85			
Other State Funds	25,044.90	336,161.79	21,916.61	282,784.82		
Total State Contributions		699,007.86		619,220.82		
Participating Districts		137,576.43		132,320.55	$59,459.00	$53,305.00
Miscellaneous Income		50.00		100.00		
Total Revenue		836,634.29		751,641.37	59,459.00	53,305.00
Expenditures:						
Personal Services		329,129.82		322,147.78		
Actuarial Services:						
Towne & Associates		22,016.38		22,690.80	59,459.00	53,305.00
Seal & Lohse, Inc.		——		7,000.00		
Data Processing		76,128.12		54,717.03		
Utilities		7,989.84		4,685.97		
Postage & Mailing		36,212.08		36,616.45		
Repairs to Equipment		10,376.81		8,285.02		
Printing & Binding		8,841.45		14,915.87		
Office Supplies		8,576.81		7,618.27		
Retirement Costs		55,445.84		40,515.24		
Research & Legal Services		18,490.62		19,285.06		
Health Insurance		10,949.31		11,086.48		
STA-CAP Costs		20,199.83		65,983.92		
General Operating Costs		8,987.35		8,097.45		
Office Equipment		4,565.14		175.40		
Total Expenditures		617,909.40		623,820.74	59,459.00	53,305.00
Current Year Reserves		218,724.89		127,820.63		
Prior Year Reserves		353,411.23		225,590.60		
Balance of Reserves		$572,136.12		$353,411.23	—0—	—0—

Note: Expenditures have been reduced for the 1980 year by $111,099.70 and charged to the Insurance ($55,695.00) and Social Security ($55,404.70) administration accounts

State Employee Retiree Health Insurance
Fiscal Year Ending June 1980 and 1979

	1980	*1979*
Revenue:		
General Fund	$ 706,397.86	$ 569,058.63
Highway Funds	367,974.68	317,326.60
Federal Program Funds	283,917.02	216,826.94
Special Revenue Funds	98,858.36	91,775.85
Other State Funds	117,300.39	100,395.90
Total Revenue	1,574,448.31	1,295,383.92
Expenditures:		
Health Insurance Premiums	980,359.01	938,377.25
Current Year Reserves	594,089.30	357,006.67
Prior Year Reserves	571,685.47	214,678.80
Balance of Reserves	$1,165,774.77	$ 571,685.47

PUBLICATIONS:

Maine State Retirement System Laws, 1978 Revision

Informational Handbook—Maine State Retirement System—For State Employees and Public School Teachers—1978 Revision—For Employees of Participating Districts—1977 Revision

Explanation of Group Life Insurance—Basic, Supplemental and Dependent

Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1978

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE MAINE STATE RETIREMENT SYSTEM	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	416,477					416,477
State Share of Retirement	71,856					71,856
Prof Service, Not By State	680,737					680,737
Computer Service, By State	82,390					82,390
Other Prof Serv, By State	1,135					1,135
Travel Expenses, In-State	6,391					6,391
Travel Expense, Out-State	2,036					2,036
Utilities	8,647					8,647
Rents	209					209
Repairs	11,231					11,231
Insurance	58					58
General Operating Expense	49,622					49,622
Other Supplies	9,351					9,351
Pensions	58,264,870					58,264,870
Equipment Purchases	4,940					4,940
Debt Retirement, Interest	9,140,197					9,140,197
Chgs. to Asset/Liab. Accts.	2,072,122					2,072,122
Trans. to Trust Fund	274,306	274,306				
Trans. to Gen.-Fund Sta-Cap	21,861					21,861
Misc. Ins./Retirmnt FO Tran.	38,973,697					38,973,697
TOTAL EXPENDITURES	110,092,133	274,306				109,817,827

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* Title 38, M.R.S.A., Sect. 951 et seq.

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to permit applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During this Fiscal Year, the Commission conducted 8 public hearings and considered 41 applications for permits or variances. The Commission also considered 19 amendments to permits previously granted. Commission staff has also conducted 86 site investigations and has issued a total of 29 Certificates of Compliance during the 12 month period. Among the items considered by the Commission this year was an application for a permit for operation of a towing and repair service as a home occupation within a Limited Residential District of the corridor. The question raised considerable local interest, and after a public hearing and much deliberation, the Commissioners voted to deny the application on the basis that the use was not a home occupation as defined by the Act and was not compatible with existing uses within the district.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full time local government officials, the Commission staff is often sought by the citizens to provide advice concerning environmental issues and regulations.

The Commission's newsletter, which was first published last year as a vehicle for public information about the Act and the Commission, has received a favorable response, and now has over 300 subscribers. Issues during the past year have dealt with such topics as canoeing, hydropower, and the 100-year floodplain on the Saco and its tributaries, and have provided readers with information about Commission activities and concerns.

The Commission this year has also reviewed its rules of procedure for handling applications for permits and variances and for conducting public hearings on such applications. Several changes were proposed to make the existing rules more efficient and workable and, in December, after public hearing, these proposed changes were adopted. Also approved by the Commission in December was a summary of the Commission's public hearing rules to be provided as a guide to applicants and others involved in the hearing process.

In summary, while the Commission's activities this year have been varied, its first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:
- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free)
4. Quarterly newsletter ($1.00 for 4 issues)

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,729					2,729
Licenses/Permits/Fees	412					412
Interest	640					640
Revenue from Federal Govt.	3,379				3,379	
Revenue From Local Govts.	21,000					21,000
Receipts From Other Funds	5,988					5,988
Legislative Approp/Alloc	10,000	10,000				
TOTAL RESOURCES	44,148	10,000			3,379	30,769
EXPENDITURES						
Salaries and Wages	24,028	10,000			3,379	10,649
Prof. Services Not By State	3,600					3,600
Travel Expenses	836					836
Utilities	255					255
Rents	2,260					2,260
General Operating Expense	6,700					6,700
Other Supplies	404					404
Unemployment Comp.	370					370
Equipment Purchases	537					537
TOTAL EXPENDITURES	38,990	10,000			3,379	25,611
Unexpended Balance	5,158	0			0	5,158

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412

Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693

Average Count—All Positions: 7 *Legislative Count:* N/A

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 80 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $250,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced, with publicity being the only semi-major expenditure along these lines. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to representing the industry's interest in international negotiations for conservation and management of the herring fisheries resource, on sardine standards and tariffs and trade.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry. Also, during the year, the U.S. and Canada signed two Treaties—one governing the fisheries in the Gulf of Maine and the Georges Bank area, and the other to provide mechanisms for settling the boundary dispute in the same area. These Treaties are the result of three years of negotiations. The Treaties are currently awaiting ratification by the U.S. Senate. The terms of the Fishery Treaty are favorable to the Maine Herring Industry.

Sardine Industry. The Sardine Industry experienced increased demand for its products during 1979. The pack of Maine sardines for the 1979 season was the highest pack for the Industry since 1972. The run of Sardines on the Maine Coast was the largest since 1962 and thus, the Industry did not have to depend to such a degree on Canadian caught fish. The increased catches in Maine's territorial waters are encouraging, and many feel are the direct result of the Fishery Management Plans for Herring developed by the New England Regional Council and the State of Maine.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	92,189		92,189			
State Share of Retirement	15,201		15,201			
Prof Service, Not By State	65,214		65,214			
Other Prof Serv, By State	41,861		41,861			
Travel Expenses, In-State	4,262		4,262			
Travel Expense, Out-State	6,869		6,869			
Operation—State Vehicles	1,008		1,008			
Utilities	6,029		6,029			
Rents	6,379		6,379			
Repairs	1,032		1,032			
Insurance	28		28			
General Operating Expense	25,303		25,303			
Fuel	962		962			
Other Supplies	28,365		28,365			
Grants to Pub. & Priv. Orgs.	5,800		5,800			
Unemployment Comp Benefit	1,549		1,549			
Equipment Purchases	5,828		5,828			
Transfer to General Fund	3,420		3,420			
Trans. to Gen.-Fund Sta-Cap	1,741		1,741			
TOTAL EXPENDITURES	313,040		313,040			

MAINE SCHOOL BUILDING AUTHORITY

HAROLD RAYNOLDS, JR., CHAIRMAN
LEROY O. NISBETT, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-2061
Mailing Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20 M.R.S.A., Sect. 3504
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 80 as outlined above.

Although this is an annual report for FY 80, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments (Estimated)	591,069.81
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1979 through January 1, 1980 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$7,913,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 698,000.00
Outstanding Bonds at End of Period	$7,220,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1980.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE
ELSIE BOWEN, Deputy Secretary of State
JAMES S. HENDERSON, Deputy Secretary of State
LINWOOD F. ROSS, Deputy Secretary of State

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 315 *Legislative Count:* 347.5

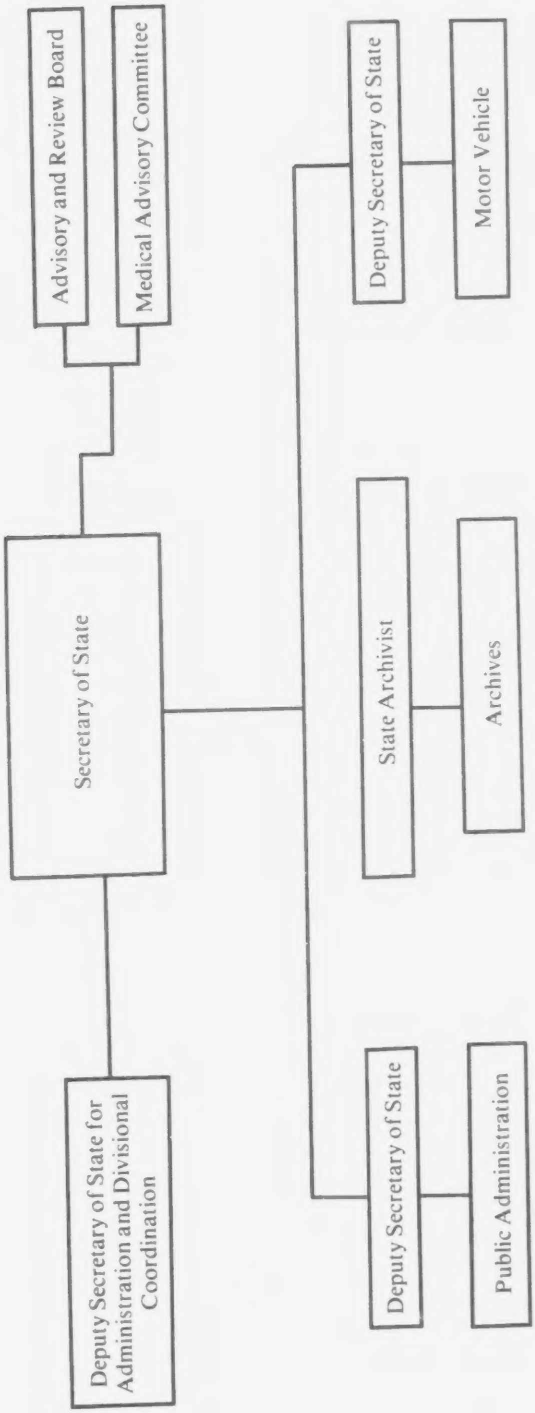
Organizational Units:

- Public Administration Division
- Administration Bureau
- Administrative Procedures Office
- Commissions and Pardons Bureau
- Corporation Bureau
- Elections Bureau
- Public Disclosure Bureau
- UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; administers the Charitable Soliciations Act; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in

ORGANIZATION CHART
DEPARTMENT OF THE SECRETARY OF STATE


Advisory and Review Board
Medical Advisory Committee
Secretary of State
Deputy Secretary of State for Administration and Divisional Coordination
Deputy Secretary of State
Motor Vehicle
State Archivist
Archives
Deputy Secretary of State
Public Administration

CONSOLIDATED FINANCIAL CHART FOR FY 80
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,467,063	552,453	6,179	2,884,513	23,918	
State Share of Retirement	617,002	96,046	1,056	515,627	4,273	
Prof Service, Not By State	50,415	12,607		37,808		
Computer Service, By State	386,137	7,840		378,297		
Other Prof Serv, By State	1,744	611		1,133		
Travel Expenses, In-State	24,942	1,478		23,464		
Travel Expense, Out-State	12,025	3,753		7,251	1,021	
Operation—State Vehicles	99,199	770		98,429		
Utilities	169,434	20,936		148,487	11	
Rents	145,293	4,837	1	140,455		
Repairs	44,945	4,537		40,408		
Insurance	141	2		139		
General Operating Expense	428,281	88,050	163	339,838	230	
Food	3	3				
Fuel	11,162			11,162		
Other Supplies	788,003	134,180	44	653,779		
Pensions	21,424	13		21,411		
Buildings & Improvements	32,037			32,037		
Equipment Purchases	275,774	8,121	13,694	201,171	52,788	
Trans. to Gen.-Fund Sta-Cap	167,651		817	165,548	1,286	
TOTAL EXPENDITURES	6,742,675	936,237	21,954	5,700,957	83,527	

1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

PROGRAM: The Program of the Secretary of State is implemented through its sections and divisions.

Motor Vehicle Division. This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

Maine State Archives. The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

Division of Public Administration. The Division, administratively designated in 1979, supervises a wide variety of activities through seven bureaus. Essentially it is a central filing location for these activities. The division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques.

Bureau of Administration. This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. In addition, it processes the licensing of ministers to solemnize marriages in the State of Maine.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, justices of the peace, board of committee memberships, etc.) are recorded officially. A newly instituted computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporations Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Elections Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each county in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws; and assisting in the preparation of several significant changes and departmental program evaluation directed at improving election procedures and departmental services.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses; the Charitable Solicitations Act requires financial and other information to be filed. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Minister
- Regulations:
  - Regulation of Trading Stamp Companies
- Commissions:
  - Justice of the Peace
  - Notary Public
- Filings:
  - Administrative Rules & Regulations
  - Domestic Profit & Nonprofit Corporations
  - Foreign Profit & Nonprofit Corporations
  - Log Wood Marks
  - Miscellaneous Filings by State Agencies
  - Trade Marks
  - Uniform Commercial Code
  - Uniform Limited Partnership
  - Union Labels
  - Lobbyist Registrations
  - Charitable Solicitors & Professional Fund Raisers

PUBLICATIONS:

Business Corporations, Laws Relating To
Corporations Without Capital Stock, Laws Relating To

Election, Laws Pertaining To
Election Officials Guidebook
Marriage & Marriage Records, Laws Relating To
Running For Office In Maine
Trademark Law
Uniform Commercial Code @ $1.50 per copy
Uniform Limited Partnership Act
Registered Lobbyist

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF SECRETARY OF STATE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	319,778	313,599	6,179			
State Share of Retirement	56,259	55,203	1,056			
Prof Service, Not By State	11,800	11,800				
Computer Service, By State	7,840	7,840				
Other Prof Serv, By State	611	611				
Travel Expenses, In-State	1,095	1,095				
Travel Expense, Out-State	1,767	1,767				
Utilities	11,640	11,640				
Rents	4,838	4,837	1			
Repairs	1,485	1,485				
Insurance	2	2				
General Operating Expense	71,693	71,531	162			
Food	3	3				
Other Supplies	112,046	112,002	44			
Pensions	13	13				
Equipment Purchases	8,121	8,121				
Trans. to Gen.-Fund Sta-Cap	817		817			
TOTAL EXPENDITURES	609,808	601,549	8,259			

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: 10 Brann Ave., Lewiston *Telephone:* 784-7685
Mail Address: 10 Brann Avenue, Lewiston, Maine 04240
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 persons especially interested in the history of the State appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on other matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-2451
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94
Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:
- Office of the State Archivist
- Division of Archives Services
- Division of Laboratory Services
- Division of Records Management Services
- Archives Advisory Board
- Advisory Committee on Judicial Records
- County Records Board
- Municipal Records Board

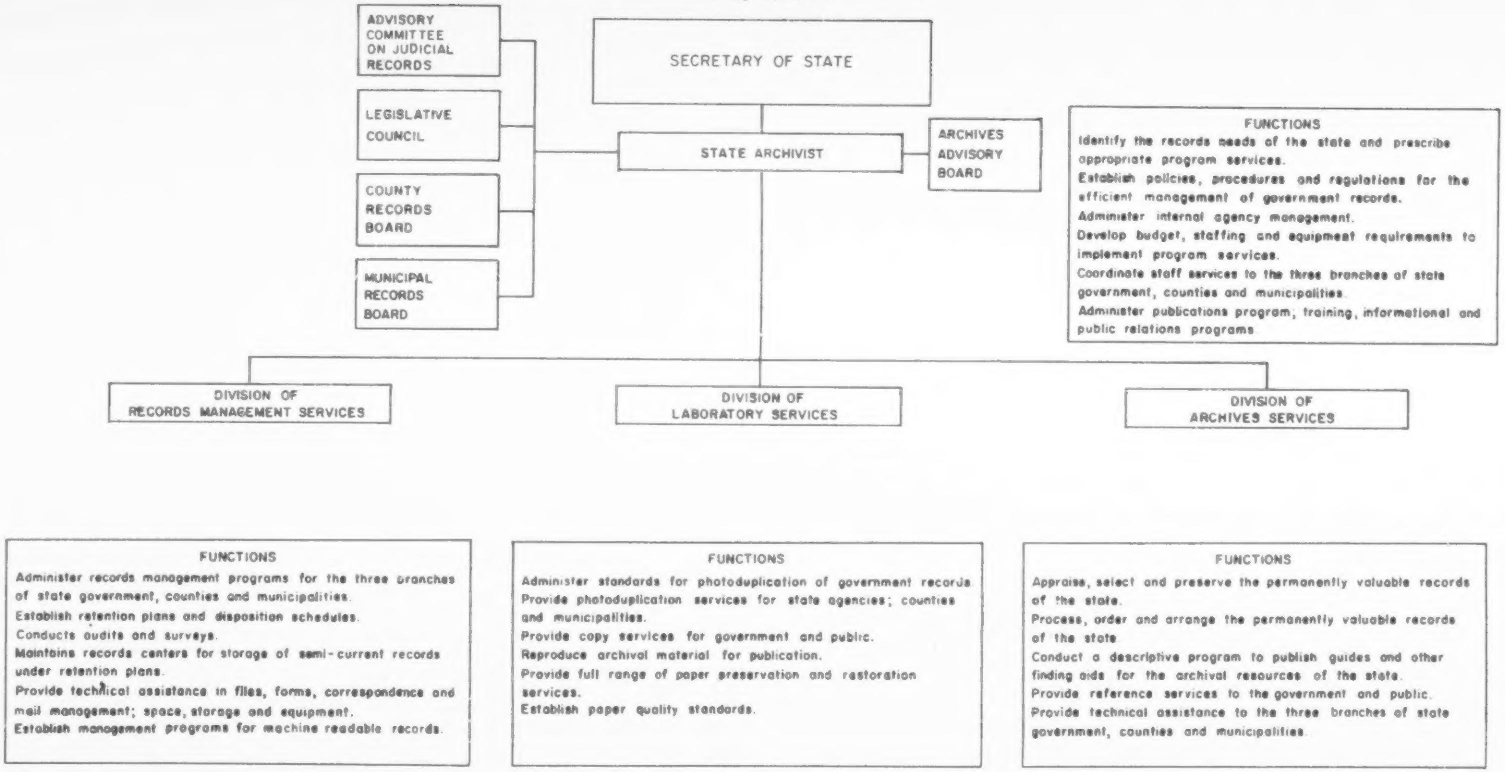
PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

MAINE STATE ARCHIVES ORGANIZATIONAL CHART

July 1, 1980


ADVISORY COMMITTEE ON JUDICIAL RECORDS
LEGISLATIVE COUNCIL
COUNTY RECORDS BOARD
MUNICIPAL RECORDS BOARD
SECRETARY OF STATE
STATE ARCHIVIST
ARCHIVES ADVISORY BOARD
DIVISION OF RECORDS MANAGEMENT SERVICES
DIVISION OF LABORATORY SERVICES
DIVISION OF ARCHIVES SERVICES
FUNCTIONS
FUNCTIONS
FUNCTIONS
FUNCTIONS

STATE ARCHIVIST

FUNCTIONS

Identify the records needs of the state and prescribe appropriate program services.

Establish policies, procedures and regulations for the efficient management of government records.

Administer internal agency management.

Develop budget, staffing and equipment requirements to implement program services.

Coordinate staff services to the three branches of state government, counties and municipalities.

Administer publications program, training, informational and public relations programs

DIVISION OF RECORDS MANAGEMENT SERVICES

FUNCTIONS

Administer records management programs for the three branches of state government, counties and municipalities.

Establish retention plans and disposition schedules.

Conducts audits and surveys.

Maintains records centers for storage of semi-current records under retention plans.

Provide technical assistance in files, forms, correspondence and mail management; space, storage and equipment.

Establish management programs for machine readable records.

DIVISION OF LABORATORY SERVICES

FUNCTIONS

Administer standards for photoduplication of government records.

Provide photoduplication services for state agencies; counties and municipalities.

Provide copy services for government and public.

Reproduce archival material for publication.

Provide full range of paper preservation and restoration services.

Establish paper quality standards.

DIVISION OF ARCHIVES SERVICES

FUNCTIONS

Appraise, select and preserve the permanently valuable records of the state.

Process, order and arrange the permanently valuable records of the state.

Conduct a descriptive program to publish guides and other finding aids for the archival resources of the state.

Provide reference services to the government and public.

Provide technical assistance to the three branches of state government, counties and municipalities.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Maine State Archives activities and accomplishments during FY 80 may be summarized under the following program areas:

Division of Records Management Services. Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 4,800 in-person visitors to the Archives Search Room. Upwards of 5,000 requests for research information were received by mail and telephone. The volume of information referrals from other State agencies has also substantially increased.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists, but public demands for service have preempted staff time available for such projects. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, restoration laboratory work or publication.

Technical assistance was provided by Division specialists to local government agencies and non-profit organizations as Maine State Archives resources permitted.

Division of Laboratory Services. The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

County and Municipal Records Programs. The Maine State Archives undertook a wide variety of technical assistance services to counties and municipalities as well as providing records storage for small towns and plantations that have no facilities for this purpose. Counties and municipalities continued to store security microfilm with the agency, and the Maine State Archives has also provided records storage for counties and municipalities that encountered emergency space problems.

Publications Program. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives,* a technical assistance manual on records storage and preservation for use by local government agencies; a bibliography on Maine lands and forests; various documentaries, special lists and finding aids.

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives. Agency staff have conducted seminars and classes in the research use of records.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

(1) *Military Records in the Maine State Archives.* Free.
(2) *Records Available for Genealogical Research in the Maine State Archives.* Free.
(3) *Land Office Records in the Maine State Archives.* Free.
(4) *Records Relating to Local History in the Maine State Archives.* Free.

Reference Publications:

(5) *Maine State Archives, Microfilm List: Maine Town Records and Maine Census Records.* Free.
(6) *Agencies of Government, State of Maine, 1820-1971: Part I Constitutional and Public Law Agencies: Part II Private and Special and Resolve Agencies.* Free.
(7) *Public Record Repositories in Maine.* Free.

Operations Manuals:

(8) *Disposition of State Records.* Free.

Documentary Publications:

(9) *Dubros Times: Selected Depositions of Maine Revolutionary War Veterans.* Free.

Special Publications:

(10) *In Commemoration of Joshua Lawrence Chamberlain: A Guide-Bibliography.* Free.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	238,854	238,854				
State Share of Retirement	40,843	40,843				
Prof Service, Not By State	807	807				
Travel Expenses, In-State	383	383				
Travel Expense, Out-State	1,986	1,986				
Operation—State Vehicles	770	770				
Utilities	9,296	9,296				
Repairs	3,052	3,052				
General Operating Expense	16,520	16,519	1			
Other Supplies	22,178	22,178				
Equipment Purchases	13,694		13,694			
TOTAL EXPENDITURES	348,383	334,688	13,695			

ADVISORY AND REVIEW BOARD ON DRIVER LICENSING AND VEHICLE REGISTRATION

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1966 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 258; *Citation:* 29 M.R.S.A., Sect. 2246
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: This unit did not submit a report, or was inactive during FY 80.

MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)

DR. WILBUR B. MANTER, CHAIRMAN
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Human Services.

PROGRAM: Major accomplishments during the past fiscal year include:

1. Formation of "Physician Task Force" to develop, Bioptic Lens Standards, for prospective Maine driver applicants. The standards have been suggested after six working sessions and a Medical Review Committee for Bioptics has been established within the Medical Advisory Committee.
2. Cardiac Standards for School Bus Drivers
3. Physician's Task Force created to address the alcohol/driving problem.
4. Preliminary statistical studies are in progress to determine the relationship between medical diagnoses and accident causation.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1905 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 273 *Permanent Legislative Count:* 301

PURPOSE: The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and eleven branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Executive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and four Divisions, Administrative Services, Driver Licensing Control, Examination and Enforcement and Public Services.

PROGRAM: FY 80 was highlighted by the continued expansion of the local re-registration program which was implemented in October, 1975 and continues to grow both in scope and popularity. The local registration program allows municipal tax collectors to issue certain classes of vehicle registrations acting as agents of the Secretary of State. During FY 80 the local registration program expanded to the point that municipal agents, when viewed collectively, now issue over 40,000 vehicle registrations and renewals each month. Presently new or first registrations are being issued by 55 municipal agents and re-registrations are being done by 361 communities.

FY 80 was also highlighted by the establishment of a new public service whereby those needing a permit or license to operate a motor vehicle could obtain the written and eye portion of the required tests on a non-scheduled, walk-in basis at any Motor Vehicle Branch Office. This new service is well received by the public since it eliminates the long delay which often occurred between the time a person applied for a permit or license and the time the applicant was scheduled for testing.

The past several years the Motor Vehicle Division has experienced reoccurring problems with plate production at the Thomaston Prison. The long range goal of establishing a plate manufacturing facility outside of the prison is being achieved in that a building is now under construction for that purpose in Thomaston, Maine, and will be staffed by work-release prisoners who will be paid for their labor. This new facility will provide the Motor Vehicle Division with a reliable plate production source and resolve a long existing problem.

LICENSES, PERMITS, ETC.:

- License:
  - Motor Vehicle Operator
  - New and Used Car Dealer
  - Equipment Dealer
  - Motorcycle Dealer
  - Boat or Snowmobile Trailer
  - Loaner
  - Transporter
  - Titles issued for 1975 and newer vehicles which are registered
  - Bus Operator
- Registration:
  - Passenger Car
  - Truck
  - Motorcycle
  - Moped
  - Trailer
  - Tractor
  - Antique Motor Cars
  - Semi-trailers
- Permit:
  - Instruction (operator)
  - Instruction (motorcycle)
  - Transit (registration allowing one way trip of unregistered vehicle)
  - To Cross Highway (golf carts, lawnmowers, etc.)
  - Short term gross weight increase
  - To Operate School Bus

PUBLICATIONS:

- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,908,431			2,884,513	23,918	
State Share of Retirement	519,900			515,627	4,273	
Prof Service, Not By State	37,808			37,808		
Computer Service, By State	378,297			378,297		
Other Prof Serv, By State	1,133			1,133		
Travel Expenses, In-State	23,464			23,464		
Travel Expense, Out-State	8,272			7,251	1,021	
Operation—State Vehicles	98,429			98,429		
Utilities	148,498			148,487	11	
Rents	140,455			140,455		
Repairs	40,408			40,408		
Insurance	139			139		
General Operating Expense	340,068			339,838	230	
Fuel	11,162			11,162		
Other Supplies	653,779			653,779		
Pensions	21,411			21,411		
Buildings & Improvements	32,037			32,037		
Equipment Purchases	253,959			201,171	52,788	
Trans. to Gen.-Fund Sta-Cap	166,834			165,548	1,286	
TOTAL EXPENDITURES	5,784,484			5,700,957	83,527	

COMMITTEE ON SPRUCE-FIR SILVICULTURE

A. TEMPLE BOWEN, JR., FOREST INSECT MANAGER

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Authorizing Law expires Oct. 1, 1981*
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 298; *Citation:* 12 M.R.S.A., Sect. 8412
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the Committee's purpose to approve rules issued by the Director, and the Bureau of Forestry, providing standards for silvicultural withdrawals. Furthermore it hears appeals of decisions of the Director or of the State Entomologist under these programs and advises and consults with the Director on Spruce-Fir Silviculture.

The director adopts, and may from time to time amend and repeal, subject to the approval of the Committee on Spruce Fir Silviculture, rules relating to the qualifications of parcels of forest land for silvicultural treatment designation and new market withdrawal. The purpose and scope of such rules is the reduction of the vulnerability and susceptibility of the Maine spruce fir forest to spruce budworm depredations, the reduction of the economic losses to the State of Maine from such depredations as do occur, and to assure future supplies of spruce and fir. Such rules establish standards for forest management, including, but not limited to, timber stand improvement and harvesting, in accordance with sound silviculture principles. Economic considerations as well as all other relevant considerations are taken into account in determining such rules. The director shall promulgate only those rules directly related to the foregoing purposes.

ORGANIZATION: The Committee elected a chairman at its first meeting in June 1976. An executive director was hired and assumed duties on July 6, 1976.

The Committee itself consists of 5 Maine citizens, at least 3 of whom are foresters who are knowledgeable as to commercial forest land management. They are appointed for terms of 2 years each by the Commissioner of Conservation with the advice and consent of the Governor. Each member is entitled to his actual expenses and $50 per diem to be drawn from the Budworm Suppression Fund. They are subject to removal for cause by the commissioner with the approval of the Governor.

PROGRAM: The Committee approved the final rules which were signed by the Director of the Bureau of Forestry, on July 30, 1976. In the spring of 1977, the Committee met to consider minor revisions to the rules and review progress. A mailing was made to all affected land owners advising them of the silvicultural withdrawal program. No new business was taken up in the FY 1978. By 1979, the Committee had approved withdrawals totalling roughly 1.4 million acres. At the end of 1980 the Committee had approved automatic and silvicultural withdrawals totalling about 1.75 million acres.

PUBLICATIONS:
- Marketing Guide for Spruce-Fir and Spruce Budworm Damaged Timber. (Free)
- Spruce Budworm Programs in Maine, 1976-1981. (Free)
- Notes on the Economics of Spruce Budworm Control; UMO School of Forest Resources; Tech Note No. 67, 1977. (Free)
- Spruce Budworm Policy 1978-1981. Transition Strategy Paper. Apr. 1978. (Free)
- Spruce Budworm in Maine, 1910-76. Compiled by David Weed. MF9, 1977. (Free)
- Spruce Budworm in Maine: 1977. Ent. Div. Technical Dept.-No. 3. March 1978. (Free)
- Spruce Budworm in Maine: 1978. Ent. Div. Tech. Report #8. (Free)
- Spruce Budworm in Maine, 1979. Ent. Div. Tech. Report #14 (Free)
- A History of Forest Conditions, Forest Industries and Policy from 1800-1981; 1979. (Free)
- Silvicultural Methods for Reducing Wind Damage after Cutting in Spruce and Fir Stands.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $150.00 in FY 80 and are, by administrative decision, included with those of Bureau of Forestry.

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

RICHARD G. BACHELDER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3881
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 301; *Citation:* 5 M.R.S.A., Sect. 350
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on State Telecommunications was established to advise the Department of Finance and Administration in regard to carrying out the Department's general administrative responsibilities for state telecommunication services. The Committee advises and assists the Department in providing for the coordination of engineering assistance, systems maintenance, frequency allocation, systems planning, and the purchase of services and equipment related to State Telecommunications services.

ORGANIZATION: The Advisory Committee on State Telecommunications was established as an independent agency to advise the Department of Finance and Administration. The law establishing the Committee specifies that its membership shall consist of one member each from the Department of Conservation, Finance and Administration, Inland Fisheries and Wildlife, Marine Resources, Public Safety, and Transportation; also from the Bureau of the

Military, Bureau of Civil Emergency Preparedness, and the Criminal Justice Planning and Assistance Agency. In addition, a representative from the University of Maine and the Emergency Medical Services project have been attending the meetings and have given much assistance. The member from the Department of Finance and Administration shall be the Chairman. The Committee meets quarterly.

PROGRAM: The Committee's activities continue to be of mutual interest and benefit to the participants. Efforts continue toward standardization of professional, land mobil, radio communications equipment, stock inventories and repair facilities. Specialized marine or aircraft equipment requires specifications not needed in normal circumstances. Furthermore, attempts are being made to permit the State to become a franchised dealer as far as repair parts are concerned.

Due to lack of authorization and funding, no further construction or activities are being carried on concerning the State's unfinished microwave system. There has been no activity on the part of the Committee during fiscal 1980, as programs calling for expansion or development of Statewide systems have not been encouraged. Standard telecommunication systems are routinely handled by the Bureau of Public Improvements Lease Space & Telecommunications Program.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

DEPARTMENT OF TRANSPORTATION

GEORGE N. CAMPBELL, JR., COMMISSIONER
RICHARD A. LUETTICH, Deputy Commissioner
DANIEL WEBSTER, JR., Deputy Commissioner

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 2,700 *Legislative Count:* 0

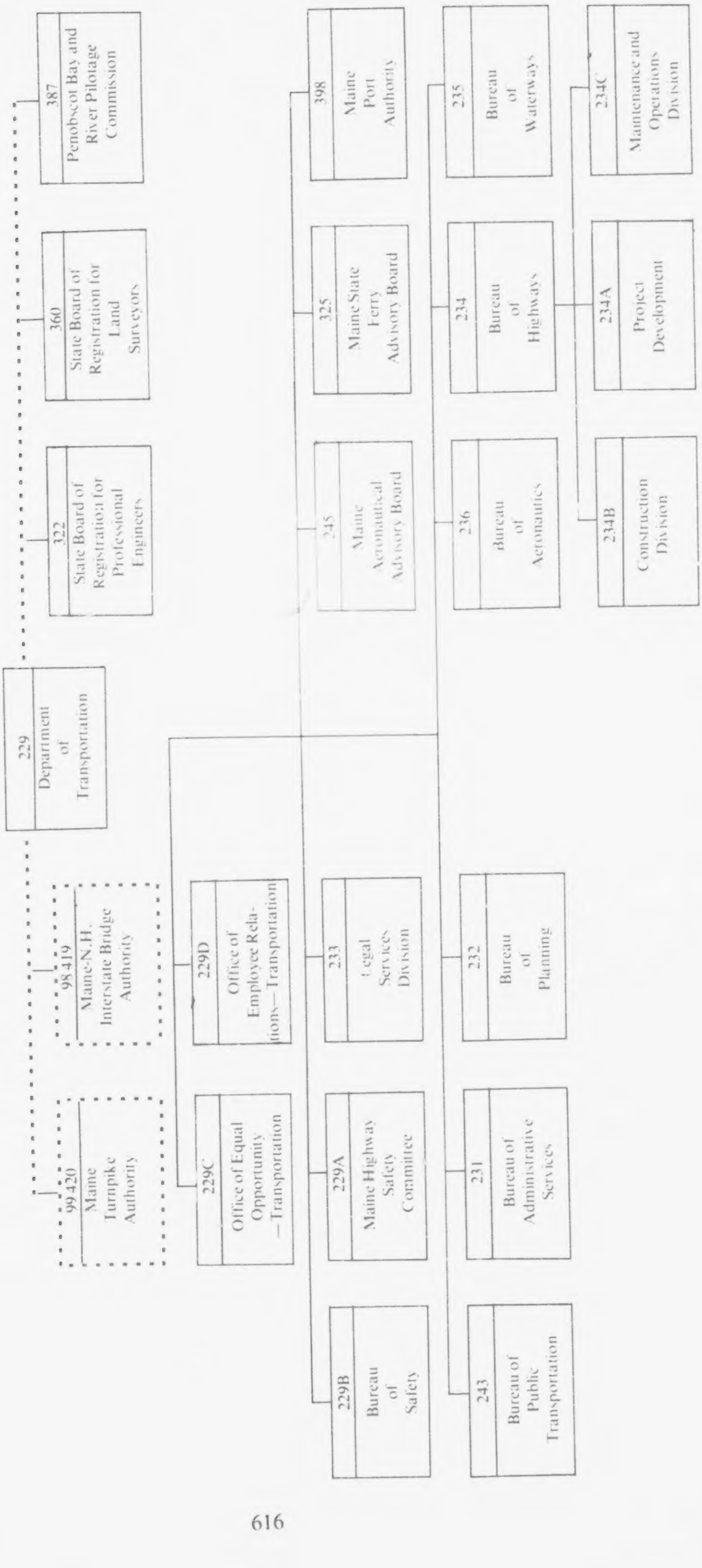
Organizational Units:

Bureau of Administrative Services (Transportation)
Bureau of Planning
Legal Services Division (Transportation)
Bureau of Highways
Bureau of Waterways
Bureau of Safety
Bureau of Public Transportation
Bureau of Aeronautics
Maine State Ferry Advisory Board
Maine Highway Safety Committee
Maine Port Authority

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources,

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17


229 Department of Transportation
99 420 Maine Turnpike Authority
98 419 Maine-N.H. Interstate Bridge Authority
322 State Board of Registration for Professional Engineers
360 State Board of Registration for Land Surveyors
387 Penobscot Bay and River Pilotage Commission
229C Office of Equal Opportunity —Transportation
229D Office of Employee Relations—Transportation
229B Bureau of Safety
229A Maine Highway Safety Committee
233 Legal Services Division
245 Maine Aeronautical Advisory Board
325 Maine State Ferry Advisory Board
398 Maine Port Authority
243 Bureau of Public Transportation
231 Bureau of Administrative Services
232 Bureau of Planning
236 Bureau of Aeronautics
234 Bureau of Highways
235 Bureau of Waterways
234B Construction Division
234A Project Development
234C Maintenance and Operations Division

CONSOLIDATED FINANCIAL CHART FOR FY 80 DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	33,396,982	110,873		31,300,616		1,985,493
State Share of Retirement	6,173,854	18,718		5,406,791		748,345
Prof Service, Not By State	2,764,314	57,712	23,576	2,509,259	33,726	140,041
Other Prof Serv, By State	749,545	417,022	504	219,654	8,750	103,615
Travel Expenses, In-State	1,382,235	5,990	1,259	1,337,360		37,626
Travel Expense, Out-State	26,985	1,615	1,946	21,336		2,088
Operation—State Vehicles	9,556,288	34,501	7,350	13,329		9,501,108
Utilities	880,209	4,293	978	702,946		171,992
Rents	16,832,412	570	120	16,549,048		282,674
Repairs	823,224	61,089		139,370	57,311	565,454
Insurance	137,488			31,568		105,920
General Operating Expense	2,330,791	5,579	12,911	657,143	181	1,654,977
Fuel	594,279	4,186		100,316		489,777
Other Supplies	643,098	234	140	465,509		177,215
Depreciation	266,174					266,174
Highway Materials	10,472,933	776		10,471,235		922
Grants to Local Govts.	5,701,216	279,020		4,758,187	—38,815	702,824
Grants to Pub. & Priv. Orgs.	831,524	5,000		826,524		
Public Assistance Grants	99	15		84		
Misc. Grants to Individual	200,400	200,000		400		
Pensions	819,278			818,321		957
Land and Land Rights	2,932,475	18,201		2,914,274		
Buildings & Improvements	9,649	4,177		5,472		
Equipment Purchases	511,965	24,000	242	393,539	94,184	
Structures & Improvements	57,551,929	4,133	40,870	57,416,849		171,817
Equipment Construction	997	997				
Debt Retirement, Interest	7,317,031			7,190,901		126,130
Chgs. to Asset/Liab. Accts.	40,565					40,565
Transfer to General Fund	298,785			298,785		
Trans. to Highway Fund	585,000			585,000		
Trans to Intragov. Fund	1,500,000			1,500,000		
Trans to Enterprise Fund	1,451,269	1,451,269				
Trans. to Gen.-Fund Sta-Cap	1,109,558		1,311	989,967	2,176	116,104
TOTAL EXPENDITURES	167,892,551	2,709,970	50,337	90,166,064	57,574,362	17,391,818

ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

With the major expansion of the State's highway system since the 1930's and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics (established 1969), the Economic Advisory Board (established 1951), the Maine Port Authority (established 1929), the Advisory Committee of Ferry Service (established 1957), the Scenic Highway Board (established 1969), the Highway Safety Committee (established

1963) and the Vehicle Equipment Safety Commission (established 1963). Further, the legislation required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division; and to organize such other bureaus, divisions and units as he deems necessary to fulfill the duties of the Department.

The Commissioner was authorized to retain members of the Economic Advisory Board, Advisory Committee of Ferry Service, Scenic Highway Board and Highway Safety Committee to serve in an advisory capacity for a period not to exceed two years, and to organize and create advisory committees for purposes and lengths of time as he deems necessary, subject to approval of the Governor. Subsequently, various functional units have been established within the bureaus of the Department, and in 1974, transportation safety activities of the Department were consolidated in a new Bureau of Safety. The Department established a Ferry Service Advisory Committee in 1975. In 1979, the legislature created the Bureau of Public Transportation.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor, two members of whom were to serve terms of three years and the third member, as chairman, a term of seven years. Appointment of a Chief Engineer of the State Highway Commission was also authorized at this time as the officer in charge of the Commission's office and records and all highway construction and maintenance functions. The office of Chief Engineer was abolished in 1921 and restored in 1930.

The move by the Department of Transportation to the new Transportation Building commenced in June 1976 and was completed in the latter part of the month. This move consolidated all the various departments that were previously located on the fourth and fifth floors of the State Office Building, the Vickery-Hill Building, the Aeronautics Building at the Augusta State Airport and various offices on State Street and Sewall Street into one location on Child Street.

PROGRAM: The program of the Department of Transportation is administered by its statutorily created components which are individually reported in subsequent entries.

Bureau of Safety. The objectives of the Bureau of Safety are to establish and implement programs devoted toward minimizing deaths and injuries on Maine highways and to establish and implement programs of personnel safety for Department employees. Federal highway safety funding is provided by the National Highway Traffic Safety Administration and the Federal Highway Administration which allows for the development and the implementation of a statewide highway safety program. The Highway Safety Program encompasses the areas of Driver Education, Pupil Transportation Safety, Highway Safety Planning, Driver Testing and Licensing, Alcohol Control, Emergency Medical Services, Driver Control and Improvement, Identification and Surveillance of Accident Locations, Highway Law Enforcement Statewide, Traffic Engineering Services and Traffic Safety Education. These programs provide a comprehensive and effective highway safety effort which involves implementation by State, county and municipal agencies with the major objective of reduction in annual highway fatalities, injuries and accidents.

Defensive Driving Course. The Defensive Driving Course which is part of the Driver Control and Improvement Program was presented at approximately 150 locations throughout the State with approximately 7,000 people completing the course. Students now completing the course receive a three-point credit on their driver record.

Seatbelt Convincer. The Bureau has continued to be involved in the promotion of the use of safety belts in vehicles and the Department's seat belt convincer which is a device which simulates a 7 mph impact and firmly convinces the rider of the importance of wearing seat belts was used extensively. Over 5,000 people rode the convincer with an additional 20,000 others observing the impact.

Another of the Bureau's functions is the maintenance of a Highway Safety Film Library which processed over 3,000 requests for the loan of highway safety films.

In addition to the federally funded highway safety programs, the Bureau coordinates safety training programs for Department of Transportation employees; reviews, investigates and processes accident and damage claims received by the Department of Transportation; reviews and processes Workmen's Compensation claims; and reviews and processes Tort claims.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF TRANSPORTATION (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
EXPENDITURES						
Salaries and Wages	1,026,317					1,026,317
State Share of Retirement	584,680					584,680
Prof Service, Not By State	23,359	11,263				12,096
Other Prof Serv, By State	52,381	11,499				40,882
Travel Expenses, In-State	7,705					7,705
Travel Expense, Out-State	476					476
Operation—State Vehicles	9,022,231	276				9,021,955
Utilities	119,325					119,325
Rents	242,786					242,786
Repairs	324,702	61,125				263,577
Insurance	13,002					13,002
General Operating Expense	1,633,904					1,633,904
Fuel	439,366					439,366
Other Supplies	153,773					153,773
Depreciation	244,740					244,740
Grants to Local Govts.	859,605	156,781				702,824
Land and Land Rights	18,201	18,201				
Buildings & Improvements	4,177	4,177				
Structures & Improvements	175,950	4,133				171,817
Equipment Construction	997	997				
Chgs. to Asset/Liab. Accts.	40,064					40,064
Trans. to Gen.-Fund Sta-Cap	87,106					87,106
TOTAL EXPENDITURES	15,074,847	268,452				14,806,395

BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2641
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 74 *Legislative Count:* 0

Organizational Units:
- Computer Services Group
- Personnel Section
- Finance and Accounting Section
- Systems and Procedures
- Purchasing Unit
- Audit, Internal and External
- Central Stores and Reproduction

PURPOSE: The Bureau of Administrative Services was established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services; and departmental personnel functions.

ORGANIZATION: The Bureau of Administrative Services originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government re-organization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Administration. Effective June 28, 1974, the Bureau was renamed to meet the statutory requirement for a Bureau of Administrative Services to be established within the Department.

PROGRAM: In recognition of a declining revenue environment and the inflationary cost trend, considerable effort was devoted to the fiscal management of all Department programs. Efforts were expended in a detailed review and comparison of actual revenues with estimated projections and the development of revised expenditure limits for the various programs. In addition, the reduction in revenues, in conjunction with a substantial increase in operating expenses, necessitated a comprehensive review of the requirement to fill personnel vacancies. This review resulted in approximately three hundred fewer employees on June 1, 1980 as compared to June 1, 1979.

In an effort to increase the cash flow of Federal funds received from the Federal Highway Administration, the Bureau is utilizing a bi-monthly billing system. Federal bills are submitted on a bi-monthly basis which results in additional income through increased interest revenues.

An amendment to the Maine Sunset Act required the Department to provide an updated justification report to the Legislative Committee on Performance Audit concerning the operations, effectiveness, public need and objectives of all DOT programs. Considerable effort was employed during the second quarter of fiscal year 1980 in developing and preparing updated reports for the thirty-five programs administered by the Department.

Efforts continue in the implementation phase of the Motor Transport Service Management Information System during fiscal year 1980. Data processing equipment has been installed at nine DOT Motor Transport system locations and objectives are being met as more efficient and effective inventory and fleet equipment management become a reality. Related subsystems are currently being tested for future implementation.

A renewed commitment to Affirmative Action and Equal Employment Opportunity activities within the Department was initiated during the past year. The EEO program placed increased emphasis on hiring the handicapped and in promoting opportunities for disabled and Vietnam veterans, and by the development of stronger ties with other State and community organizations with women, minority, and handicap interests. The Department established an Office of Equal Opportunity on June 12, 1980, reporting directly to the Commissioner, in an effort to further improve the internal and external coordination of EEO activities.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,393,503			2,393,503		
State Share of Retirement	417,488			417,488		
Prof Service, Not By State	287,314			287,314		
Other Prof Serv, By State	28,610			28,610		
Travel Expenses, In-State	53,742			53,742		
Travel Expense, Out-State	10,445			10,445		
Operation—State Vehicles	3,800			3,800		
Utilities	250,935			250,935		
Rents	341,456			341,456		
Repairs	49,499			49,499		
Insurance	4,447			4,447		
General Operating Expense	132,005			132,005		
Fuel	42,627			42,627		
Other Supplies	249,932			249,932		
Highway Materials	41,639			41,639		
Pensions	759,946			759,946		
Land and Land Rights	176			176		
Buildings & Improvements	4,937			4,937		
Equipment Purchases	17,904			17,904		
Structures & Improvements	2,850			2,850		
Transfer to General Fund	298,785			298,785		
Trans. to Highway Fund	585,000			585,000		
Trans to Intragov. Fund	1,500,000			1,500,000		
Trans. to Gen.-Fund Sta-Cap	8,666			8,666		
TOTAL EXPENDITURES	7,485,706			7,485,706		

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN

RICHARD P. DiPIETRO, Director, Bureau of Aeronautics

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M R.S.A., Sect. 302
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Bureau of Aeronautics is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: During FY 80 the Maine Aeronautical Advisory Board held three meetings on the following dates: October 22, 1979, June 27, 1980, and April 28, 1980. Copies of the minutes of these meetings are kept on file in the offices of the Bureau of Aeronautics.

During the year Mr. Davis was reappointed to a second term as a member of the Board as well as its Chairman and Mr. Ralph Leonard was also reappointed for a second term. The Maine Airports Association also reappointed Mr. James Danforth to this second term on the Board.

The Board completed its study relative to the feasibility of the establishment of a funding source for airport improvements through a dedicated aeronautical fund. The Board was provided assistance through the Secretary and his staff throughout this project and the Board's recommendation has gone to the Commissioner for further consideration.

Recognizing its duty to the Maine's aviation community, the Board made a formal request to the Federal Aviation Administration (FAA) to allow the Bureau of Aeronautics to conduct FAA pilot written exams. This action was considered necessary by the Board since the FAA was relinquishing this responsibility. The FAA favorably received their request and is working with the Bureau of Aeronautics to establish the program.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

BUREAU OF AERONAUTICS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER
RICHARD P. DiPIETRO, Director

Central Office: Augusta State Airport, Augusta; *Floor:* 2 *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 236; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 11 *Legislative Count:* 12
Organizational Units:
Administrative Unit
Augusta State Airport
Executive Aircraft Unit
DeBlois Airstrip

PURPOSE: The Bureau of Aeronautics was established to promote public safety and advance the interests of aeronautics within the State of Maine by studying aviation needs. The Bureau assists and advises political subdivisions in the development of aeronautics by cooperating and coordinating with State, local, regional and federal agencies working toward the development of aeronautics within the State.

The Bureau is authorized generally to administer laws relating to aeronautics and to make rules and regulations concerning aeronautical activity in the State. The Bureau enforces and administers laws requiring the registration of aircraft, aircraft dealers, aircraft manufacturers and commercial and non-commercial airports and heliports. Furthermore the Bureau inspects said airports and heliports for compliance with State and federal laws and regulations, and supervises and controls all airports and aircraft owned by the State for the use of its departments and agencies. The Bureau can also exercise general supervision, direction and control over matters pertaining to the location, construction and maintenance of all airports supported in whole or in part, by State monies and approves the firing of rocket models. The Bureau sees to the furthering of education in aeronautics in the public school system and aides in the snow removal, repair and maintenance of airports statewide; and investigates all aircraft accidents and incidents in the State.

ORGANIZATION: The Bureau of Aeronautics originated in 1939 with the establishment of a three-member Maine Aeronautical Committee which was renamed Aeronautics Commission in 1941 and authorized to appoint an Aeronautical Director to serve as executive officer and administer aeronautical laws and enforce rules and regulations of the Commission. In 1949, the Commission became the Maine Aeronautics Commission with an expanded membership and authorization to elect its own chairman. In 1969, appointment of the Aeronautical Director was vested in the Governor, and the Commission was abolished and replaced with a Department of Aeronautics. In State Government reorganization of 1972, the Department was transferred to the new Department of Transportation as the Bureau of Aeronautics under the administrative direction of the Commissioner of Transportation.

PROGRAM: During the last fiscal year, the Bureau of Aeronautics continued the Department's progress in fulfilling the objectives of both the 1977 and 1979 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA), over $5,165,104 dollars of Federal funds were received for improvements at Maine's publicly owned airports. Combined state, local and Federal funds allowed for a total program of $6,029,215 dollars. Furthermore, the Department of Transportation, through the Bureau of Aeronautics entered into a contractual agreement with the FAA for the inspection of certain airports in Maine, and for the Bureau's updating of airport Master Records.

The Bureau inspected 57 airports, 16 seaplane bases and 31 private airports; investigated 28 aircraft accidents; reimbursed 50% of the snow removal costs of 33 publicly owned airports for a total of $115,852.32; organized a flight instructor's seminar in conjunction with the Aircraft Owners and Pilots Association (AOPA), and a statewide aviation "Listening Session" with top FAA Regional Officials; and provided aid and assistance to the aviation community in such matters as the marking of airport obstructions at the Brewer Airport, provided runway lights to the Bowman Field, air service at Princeton and Houlton, and the relocation of air navigation facilities at Old Town and Greenville. Also, during the year, 12 aerial spraying permits were issued, 1 rocket launching permit, 1 Commercial Temporary Landing Area Permit, 13 Aircraft Franchise Dealer Certificates, 16 Aircraft Broker Certificates and 857 aircraft registrations were issued. The Bureau of Aeronautics also submitted, to the White House, a pilot program for the development of small community air service at the Maine communities of Princeton, Houlton and Sanford and completed the masterplan study for the future development of the Augusta State Airport.

The Augusta State Airport continues to be one of the leading commercial air carrier airports in Maine, ranking third in overall airplane activity and fourth in passenger arrivals and departures. Bar Harbor Airlines, (a commuter air carrier) and Air New England (a Civil Aeronautics Board certificated airline) offer scheduled passenger service to and from Boston, Mass. Total passengers arriving and departing the Augusta State Airport decreased slightly last year and amounted to a total of 45,321; estimated total landings and take-offs by all aircraft amounted to nearly 80,000.

LICENSES, PERMITS, ETC.:

Permit:

Dispersal of Chemicals by Aircraft
Firing or Launching of Rocket or Missile

Commercial Temporary Landing Area—Land
Commercial Temporary Landing Area—Seaplane

Certificate:
- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AERONAUTICS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	181,126	110,873				70,253
State Share of Retirement	31,514	18,718				12,796
Prof Service, Not By State	38,324	1,818			33,726	2,780
Other Prof Serv, By State	9,096	5	304		8,750	37
Travel Expenses, In-State	5,990	5,990				
Travel Expense, Out-State	1,615	1,615				
Operation—State Vehicles	42,473	34,225	7,350			898
Utilities	15,688	4,293				11,395
Rents	17,000	570				16,430
Repairs	309	—36				345
Insurance	1,250					1,250
General Operating Expense	5,855	5,579	75		181	20
Fuel	16,315	4,186				12,129
Other Supplies	2,005	234	1			1,770
Highway Materials	585					585
Grants to Local Govts.	122,239	122,239				
Grants to Pub. & Priv. Orgs.	5,000	5,000				
Public Assistance Grants	15	15				
Pensions	957					957
Equipment Purchases	187		187			
Structures & Improvements	78,483				78,483	
Trans to Enterprise Fund	69,604	69,604				
Trans. to Gen.-Fund Sta-Cap	7,808		282		1,565	5,951
TOTAL EXPENDITURES	653,438	384,928	8,209		122,705	137,596

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office: 65 Westwood Road, Augusta *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 80, a total of 216 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 201 applicants. As of June 30, 1980, a total of 2,896 engineers were registered for the fiscal year of 1980.

During the fiscal year, 200 applications for the Engineer-in-Training Certificates were received. Of this number 167 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 186 applicants.

Two periods of written examinations are given each year by the Board, in November and in April. The November 2 and 3, 1979 examinations were given in Augusta with 58 professional engineer candidates and 20 engineer-in-training candidates attending. The April 18 and 19, 1980 examinations given in Augusta were attended by 58 professional engineering candidates and 18 engineer-in-training candidates. Also on April 19, 1980, the engineer-in-training examinations were given at Orono, at the University where 167 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 5 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several states.

The Board held four regular meetings during FY 80. The dates of the regular meetings were July 12 and October 11, 1979, and January 10 and March 6, 1980.

The Board invited 15 applicants to appear for oral interviews; 10 were granted registration as professional engineers.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-fourth Annual Report With Roster of Professional Engineers" as of December 31, 1979 (and early 1980) (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	15,466		15,466			
Travel Expenses, In-State	745		745			
Travel Expense, Out-State	1,946		1,946			
Utilities	764		764			
General Operating Expense	11,558		11,558			
Other Supplies	89		89			
Equipment Purchases	55		55			
Trans. to Gen.-Fund Sta-Cap	182		182			
TOTAL EXPENDITURES	30,805		30,805			

MAINE STATE FERRY ADVISORY BOARD

MICHAEL S. DURKEE, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 594-5543
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 80 were: Michael S. Durkee, Chairman—Islesboro; David G. Benson—Southwest Harbor; James D. Gillispie—Swan's Island; David L. Lunt—Frenchboro; James S. Brown—North Haven; Capt. Gilbert Hall—Camden; Ronald W. Green—Rockland; and Olga Carleton—Vinalhaven.

The major topics of discussion during the year were the proposed fare increases needed to operate the Ferry Service. Fay Associates of Lexington, Massachusetts were involved in a Ferry Tariff Study during the year. A revised tariff with seasonal rates was implemented on July 1, 1979 with an overall increase in fares of approximately 20.9%. An additional 10% increase was forecast for June 1, 1980.

The Ferry Service Advisory Board has, during the course of the year, made several recommendations to the Maine Department of Transportation. The following is a list of those items that the Board feels require additional attention:

1. Repairs and/or improvements to the steering gear of the ferries Silsby, North Haven and Libby should be completed. It is the Board's understanding that this has not been accomplished on all three vessels.
2. The Board would like to see freight service established, possibly at night.
3. Establishment of commuter fares or discounts for regular users of the service.
4. Efforts to replace the ferry Governor Muskie with a larger and compatible vessel should be a high-priority project. Also, Lincolnville and Islesboro should have pens compatible with those at other islands served by the ferry service so that all vessels may be interchangeable and used more effectively.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $244 in FY 80 and are, by administrative decision, included with those of Bureau of Waterways.

BUREAU OF HIGHWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER
RICHARD A. COLEMAN, Deputy Chief Engineer

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 2,482 *Legislative Count:* 0
Organizational Units:
Project Development Unit
Construction Division
Maintenance and Operations Division

PURPOSE: The Bureau of Highways was established to provide for present and future needs for adequate, safe and efficient highway transportation facilities and services in the State of Maine through the design, construction, maintenance and operation of State and State Aid highway systems.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to establish highway locations, develop plans and conduct hearings relating to highway construction; to develop necessary environmental information and construct or reconstruct highway facilities. The Bureau purchases necessary rights-of-way for highway purposes and assists other bureaus within the Department of Transportation as required in obtaining rights-of-way for other modes of transportation. The Bureau provides assistance to other bureaus of the Department in relation to materials and research activities, and administers State and town aid highway programs and provides assistance to counties and communities in connection with traffic engineering and traffic signs, signals and markings. Furthermore the Bureau administers the Motor Transport Service and provides motor transport services to other bureaus of the Department and to other State agencies as required or requested, and administers railroad-highway crossing programs on all ways of the State of Maine.

ORGANIZATION: The Bureau of Highways originated in 1905 with the establishment of a Commissioner of Highways who, in 1907, became supervisor of a new State Highway Department. Both the office of Commissioner and the Department were abolished in 1913 and their duties assumed by the newly-created State Highway Commission, consisting of three members appointed by the Governor with operations supervised by a Chief Engineer. While the office of Chief Engineer was abolished in 1921 and reestablished in 1930, the Commission endured until 1972 when it was abolished by State Government reorganization legislation and its functions transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Highways.

In late 1973, a Project Development Unit was established within the bureau. Supervisory responsibility for the Project Scheduling, Location and Survey, Design, Right-of-way, and Materials and Research Divisions was assigned to the Deputy Chief Engineer. Supervisory responsibility for the Construction, and Maintenance and Operations Divisions was retained by the Deputy Commissioner of Transportation, who is also designated as Director, Bureau of Highways, and Chief Engineer.

PROGRAM: The Bureau of Highways program is implemented through its three administratively-created units.

Project Development Unit. The unit advanced 83 projects to the construction stage during the fiscal year. These projects have a contract value of approximately $40.0 million. The Department's Highway and Bridge Improvement Program has continued its emphasis of stop-gap type projects. Each project of this type is an effort toward providing the most cost-effective improvement to existing transportation facilities to serve current traffic needs. This concept allows for the improvement of a maximum number of miles of roadway and bridges with minimal environmental impact and substantial reduction in right-of-way requirements while still providing a high level of safety and service to the traveling public. Techniques employed in stop-gap level improvements include: the recycling of existing pavement and base for use in base material supporting a new bituminous concrete pavement, widening and paving of existing shoulders, use of variable gravel base, elimination of unnecessary guardrails, and additional drainage if necessary. Improvements of this nature, when applied to bridge structure, allow for rehabilitation or replacement of only the weak sections, while sound portions of the existing structure are maintained. Development of highway and bridge improvement projects to construction in this period was restricted due to limits placed on the use of otherwise available federal-aid funds. Various categories of federal-aid funding, normally available to the State, were severely limited beginning in mid March, 1980. This prevented awarded of a number of contracts in the last quarter of the fiscal year.

The Project Development Unit continued its development of projects for the non-federal aid highway system. These projects included the first 36 Town-Way Bridge improvement projects as well as a number of "off-system" federal-aid bridge projects. Development of projects for railroad-highway grade crossing improvements also continued.

Increasing the project output and efficiency of the unit has become a goal and steps have been taken to accomplish this goal without increasing current staffing. There were 15 contracts at the close of the fiscal year being administered for consultant services. These contracts involve 11 consultant firms and require completion of preliminary and/or final design phases on certain highway and bridge improvement projects. Greater efficiency is continually sought within each division of the Project Development Unit. The potential for design, implementation, and operation of a computer-based "program/project management information system" has been evaluated by a consultant specializing in this field. Once operational, this system will streamline several Department functions and make them more responsive.

The use of surveys in the Maine State Coordinate System, where feasible, continues to show benefits, particularly in the correlation of surveys one to the other with precise grid orientation replacing the magnetic meridan, and the ability to reproduce these surveys in years to come.

Right-of-Way activities included the following: (1) Plans were prepared for 67 projects involving the appraisal and negotiation of 1,226 parcels with a total appraised value of $819,350; (2) Preparation of 230 State Claims Board hearings, 2 Superior Court cases, and 32 town agreements; (3) Issued 1,513 permits and 353 licenses for off-premise signs, acquired 566 nonconforming signs (total value $1,400,000), removed 817 illegal and abandoned signs without compensation; (4) Received 45 well claims, of which 30 were valid, and provided water systems for three department-owned areas, as well as improving water systems for I-95 rest areas, resulting in an expenditure of $39,020.79; (5) Issued about 2,200 permits accommodating utilities within the highway right-of-way; (6) Processed about 1,400 requests for information regarding highway right-of-way.

Construction Division. During FY 80, the Construction Division assumed contract administration, construction engineering and construction inspection responsibility for seventy-three contracts amounting to an estimated $37,650,613.97 as follows:

25 Complete highway construction contracts (including bridges)
2 Highway grading contracts
5 Highway paving contracts
1 Highway lighting contract
1 Highway signing contract
2 Highway widening contracts
1 Highway embankments and sand drains contract
1 Bikeway contract
19 Bridge construction contracts (including approaches)
2 Bridge widening contracts
2 Bridge rehabilitation contracts
1 Roadside improvements contract
2 Rest Area improvements contracts
2 Airport improvements contracts
2 Bureau of Waterways contracts
1 Safety contract
1 Milemarkers contract
1 Revetment contract
1 Demolition contract
1 Pedestrian underpass contract.

Maintenance and Operations Division. This division has several sections and programs as follows:

Highway Maintenance Section: This section's most popular activity and a program very well received by Maine highway users, the Hot Maintenance Mulch Program, is "hurting". In order to establish a program and use this mix to its best advantages, a five year program should be followed, paving roughly 1500 miles per year.

Traditionally, the paving program has been a joint effort between the contractor's awarded individual projects and the Maine Department of Transportation. The contractors make and place the hot mix and the M.D.O.T. provides trucks and personnel to haul the material from the plant to the job site. In coordinating with the Construction Division of the M.D.O.T., the 1979 season for them was heavy in the resurfacing projects, it was decided that Maintenance would go light during the year so that contractors would not be overtaxed and then the year 1980 would be our high mileage year when the Construction Division jobs were done. This method would then balance out the work for the construction industry. The proposed two year program called for 835 miles in the 1979 season, which we managed to complete. However, the 1980 season of 1250 miles will be reduced to roughly 500 miles. This has all been necessary because of reduced income combined with inflation. For example, the 1979 contractor's costs were about $7,000 per mile whereas the Division expects the 1980 costs to approach $10,000 per mile.

Unfortunately, the dilemma does not stop here. Because the Division is not reaching the goal of 1500 miles per year, the five year cycle we should be attaining is closer to 8 or 10 years; therefore, the purchase of cold patch gets higher and higher. The basic material used for both hot maintenance mulch and cold patch is asphalt cement; as the prices of one goes up so must the other.

The Highway Maintenance Section has reached a point, whereby the staff is no longer able to maintain Maine's highways in a manner to which the public has become accustomed, and must start reducing services.

Bridge Maintenance Section: This section continued refurbishing concrete deck slabs and replacing wearing surfaces. In the process of rehabilitating concrete curbs and rails, some 8 narrow structures were widened, thus minimizing a potentially hazardous situation. Among the major structures painted were the Hancock-Sullivan Bridge and the Brunswick-Topsham Bridge. A total of 20 structures were spot painted or painted in total. New structures were completed in Baxter Park, and in the Town of Stow. In other areas, this section replaced two sidewalks on major structures; continued maintenance work and inspections for the Ferry Service; removed the timber swing span over the Main River in Addison; replaced roofing on two covered bridges; and continued, on nearly a full time basis, elaborate maintenance on the Wiscasset-Edgecomb Bridge. The Bridge Inspection Program is continuing as required by Federal Regulations. In-depth inspections were performed on approximately 500 bridges, owned and maintained by towns and cities.

State Aid Program: The State Aid Program continues to have the support of Maine cities, towns, plantations and unorganized townships as evidenced by the 518 municipalities (86%) which raised State Aid Funds for 1979 and the nearly 300 State Aid construction projects done during the 1979 construction season. The flexibility of this Program and the minimal standards to which State Aid roadway may be constructed or reconstructed under the concept of maximum footage at least cost remains one of the ultimate goals of this Program. Many municipalities apply their State Aid Joint Funds not only towards State Aid roadway construction and reconstruction projects, but also to help fund Bridge Act and Town Way Bridge Projects, Capital Improvement Program Projects and the Statewide Maintenance Resurfacing effort.

Town Road Improvement Program: The Town Road Improvement Program allocated funds to improve various roads that municipalities maintain. In 1979, the program allotted to 612 municipalities an amount of not less than $200 plus $104 per mile for each mile of unimproved State Highways, State Aid roadways and Town Way roads not in the compact. During 1979, 205 municipalities utilized this program to upgrade roads under their jurisdiction using the Town Road Improvement standards.

Motor Transport Service (MTS): The Management Information System (MIS) is still in operation and now programs are being developed as the need arises. In the area of supply the computer has allowed the trimming of some excess stock and the entire supply system is becoming more responsive to actual needs. The MTS has instituted a program that tracks actual useage of all parts and by analyzing this data the staff will be able to order supplies more effectively. Thirty-five new patrol trucks have been received and are in the process of final build-up for the coming snowplowing season. Over all, approximately $3,000,000.00 worth of equipment was purchased this year. Equipment needs for next year are being studied and purchases will be contingent upon budgetary allocations. The MTS has just purchased twenty Ford Pickups with overdrive transmissions and they will be tested during the next year to ascertain fuel economy.

Traffic Engineering Section: The Traffic Engineering Section continued to provide a continuous level of service in the maintenance and installation of traffic control devices. 23,939 signs were manufactured and distributed to the various sections and divisions for use of installation. 10,158 line miles of centerline and edgeline pavement markings were painted, representing 5,428 miles of routed highways, 824 miles of State Aid highways and the 232 miles of interstate highway. At 323 locations, painted pavement markings were applied, such as lane use arrows, stop lines, crosswalks, stop ahead messages and railroad crossing markings.

Maintenance operations on electrical systems, flashing beacons and street lighting are being continued with reductions being made in street lighting levels where possible.

The Traffic Engineering section developed and administered statewide Federal Aid Pavement Marking Demonstration Projects for application of long-life pavement markings on approximately 22 miles of selected, heavily traveled urban roadways and for painted legend markings at approximately 500 off-system railroad crossings. Projects are currently being developed for additional long-life pavement markings upon selected rural highways and for engineering review and determination of pass/no-pass zones on approximately 6,000 miles of state maintained highways. Other projects administered by this section included Federal Aid projects for inventory, purchase and installation of regulatory and warning signs; development of specifications for and purchase of radar equipment to be used in Traffic Engineering studies. Plans and specifications were developed for 36 traffic signal projects, 6 major signing projects, 12 major lighting projects and 116 traffic control plans (TCP) for construction projects.

Maine's so-called "Bill-Board" law, the "Official Business Directional Signing" regulations has been implemented in Aroostook and Washington Counties. Pre-approval location review and installation of approved business signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews of request from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Safety Rest Area Program: During this fiscal year, the Maintenance and Operations Division carried out a 25% reduction in the number of Safety Rest Areas which it will continue to operate. The result of this reduction is that there is now a total of 112 rest areas remaining and approximately 115 turnouts, which will be maintained by this Division. The reductions were initiated because the Department has been subject to the dual problems of rapidly escalating costs and declining revenues.

Eleven rest areas are located along the Interstate system and four of these areas, including the Maine Information Center at Kittery, provide permanent, heated buildings with flush toilet facilities. Additional facilities and equipment to provide improved and more efficient operational techniques were installed at the Kittery Rest Area and Information Center.

This Division continued to provide additional and replacement equipment for the existing areas and make some minor improvements to some sites. A permanent building with flush toilet facilities is maintained on the northbound lane of Route 1 in West Bath and another new flush facility was opened for public use in June at the existing Newcastle Rest Area on Route 1. The permanent buildings with flush toilets increase service to motorists by providing upgraded toilet facilities at two heavily used areas.

Construction was completed at an overlook with picnicing facilities located on the northbound lane of Interstate 95 in T1-R6 WELS. This area was opened in the fall and provides a spectacular, wide ranging and distant view of Mount Katahdin and surrounding forestland. Furthermore, reconstruction of the rest area on Route 1 in Calais was completed in August and a new area was constructed on Route 27 in Carrabassett Valley, which was opened in May.

Permit Section: The Permit Section, including the seven (7) Division Offices, issued to date a total of 16,368 Overlimit Permits for moving loads that exceeded the legal limits. A total of 628 Road Opening Permits were issued for repair work or for new utility installations. Eighteen (18) Fuel Oil Delivery Vehicle Exempt Certificates and 77 Bulk Milk/Grain Exemption Certificates for Posted Roads were issued. Three (3) Axle and Gross Weight Rating Certificates were issued. Also one (1) permit was issued to make transit move for vehicle with studded tires.

Radio Operations Section: This section has added a total of 22 compact two-way mobile radios in Division I and VI which will be installed before winter of 1980 in a number of plow and sanding trucks. It is expected that the truck's versatility and usefulness will increase markedly. The program to replace old and obsolete equipment continues. Specifications were written and bids awarded to Motorola to replace all fixed equipment at Fairfield and Dixfield Division Offices and their associated base stations at Sugarloaf and Athens. All new stations are expected to be operational by the fall of 1980. Maintenance programs continue. All remote base station buildings were painted. Bids were awarded for the painting and replacement of guy wires on three of the remote towers.

LICENSES, PERMITS, ETC.:

- Right of Way Division
  - Permit:
    - Outdoor Advertising
    - Utility Location
- Maintenance and Operations Division
  - Permit:
    - Road Opening
    - Driveway Entrance
    - Overlimit (Height, Weight, Width, Length) Vehicles
    - Studded Tires
- Certificate:
  - Fuel Oil Exemption
  - Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee
Regulations and Instructions Governing Overweight and Overdimension—no fee
Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed $3.00)

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HIGHWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	27,806,135			27,806,135		
State Share of Retirement	4,817,937			4,817,937		
Prof Service, Not By State	1,815,093			1,815,093		
Other Prof Serv, By State	595,109	405,518		189,591		
Travel Expenses, In-State	1,251,688			1,251,688		
Travel Expense, Out-State	8,310			8,310		
Operation—State Vehicles	9,529			9,529		
Utilities	443,420			443,420		
Rents	16,126,281			16,126,281		
Repairs	85,266			85,266		
Insurance	27,121			27,121		
General Operating Expense	347,399			347,399		
Fuel	57,689			57,689		
Other Supplies	172,387			172,387		
Highway Materials	10,427,854	776		10,427,078		
Grants to Local Govts.	4,758,187			4,758,187		
Public Assistance Grants	84			84		
Misc. Grants to Individual	400			400		
Pensions	58,375			58,375		
Land and Land Rights	2,914,098			2,914,098		
Buildings & Improvements	535			535		
Equipment Purchases	443,959			349,775	94,184	
Structures & Improvements	56,703,51[illegible]			2,233,886	54,469,633	
Debt Retirement, Interest	7,190,901			7,190,901		
Trans. to Gen.-Fund Sta-Cap	935,566			935,566		
TOTAL EXPENDITURES	136,996,842	406,294		82,026,731	54,563,817	

MAINE HIGHWAY SAFETY COMMITTEE

LEONE G. ALLEN, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4205
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Transportation on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Transportation, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 and consists of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Defensive Driving, Public Information, Alcohol and Drug Education, Alcohol Control, Legislative, Bicycle, Safety Belt, Signing, and Local Safety which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 81, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

PUBLICATIONS:
Maine Highway Safety Committee Quarterly Newsletter—No fee

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $775 in FY 80 and are, by administrative decision, included with those of the Department of Transportation.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

ROBERT S. SMITH, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1980, 23 Land Surveyor applications were received and 14 were registered. The total number of registrants on 30 June 1980 was 997. Of this number 196 are non-state residents. Land Surveyor-in-Training applications during this period were 33. A total of 44 were certified which included applications from the previous year. There are now 462 certified Land Surveyors-in-Training. An increasing number of certificate holders are applying for Land Surveyor registration each year.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Prof Service, Not By State	8,110		8,110			
Other Prof Serv, By State	200		200			
Travel Expenses, In-State	514		514			
Utilities	214		214			
Rents	120		120			
General Operating Expense	1,242		1,242			
Other Supplies	50		50			
Trans. to Gen.-Fund Sta-Cap	830		830			
TOTAL EXPENDITURES	11,280		11,280			

LEGAL SERVICES DIVISION (TRANSPORTATION)

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 233; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The primary purpose of the Legal Division is to provide the necessary legal counsel for the Department of Transportation. Pursuant to its statutory responsibility, the Division prepares title reports and generally resolves legal problems which arise during the eminent domain process. This also requires the Division to appear before the State Claims Board and on appeal, to Superior Court. Because of the Department's diversified responsibilities, the Division appears before various State personnel boards and commissions, State regulatory and administrative boards and on the federal level, the Interstate Commerce Commission. The Division regularly provides legal opinions and represents the Department in litigation in State and Federal Courts.

ORGANIZATION: The Legal Services Division orginated in 1962 as the Legal Division of the former State Highway Commission which was tranferred to the new Department of Transportation in State Government reorganization of 1972. In the reorganization legislation, the Commissioner of Transportation was directed to establish within the Department a Legal Services Division among other specific bureaus. This Division operates under the direction of the Chief Counsel who also holds appointment as an Assistant Attorney General.

PROGRAM: During FY 80 the Legal Division completed and updated 2,354 titles. Before condemnation 1,586 title abstracts were brought to date; another 768 were brought to date after condemnation; and 65 condemnations were recorded.

The Division processed 230 State Claims Board petitions, of which 93 cases were presented for hearing and 105 were settled. In addition, the staff was involved in 2 appellate matters before the Supreme Judicial Court as well as 2 cases before the U.S. District Court and 1 at the U.S. Circuit Court level. Fifty-nine cases were presented to the Workers' Compensation Commission and 60 collection cases were processed.

During the reporting period the division rendered advice and counseling services, participated in the processing of several grievances both at the departmental and appeal board level, and wrote opinions and performed research in connection with activities of the Department. In addition, the Division reviewed an increasing amount of tort claims, some of which are pending court action.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $286,000.00 in FY 80 and are, by administrative decision, included with those of the Bureau of Administrative Services (Transportation).

MAINE PORT AUTHORITY

GEORGE N. CAMPBELL, JR., PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1951 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 1929 P&SL, Chap. 114
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

The present Maine Port Authority consists of a board of five directors, including two appointed by the Governor, for terms of three years; one appointed by the City Council of Portland; and one appointed by the City Council of South Portland. The Commissioner of Transportation serves ex officio as the fifth member and president of the board. The directors elect a treasurer and such other officers as deemed necessary from among their number.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of Bureau of Waterways.

BUREAU OF PUBLIC TRANSPORTATION

WILLIAM F. FERNALD, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Bureau of Public Transportation is responsible for: The development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and handicapped residents. The Bureau reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The Bureau's objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

Rail Assistance Program: The Bureau administers the assistance programs of the Federal Railroad Administration which includes operating assistance for continuation of service on essential lines, and assistance in the rehabilitation of light density lines that might otherwise be abandoned. In addition, the Bureau administers the rehabilitation program sponsored by the New England Regional Commission. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval.

Waterways Planning: The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for the Bureau of Waterways which includes both ports and the ferry service.

Air Service Review and Analysis: The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State. This includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing service.

Regulatory matters: The Bureau provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

Rail Safety: The Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law, i.e., side and overhead clearance, switching yard lighting, bridges, etc.

ORGANIZATION: Public Law 505 created on June 21, 1979, the Bureau of Public Transportation as a unit within the Department of Transportation. The Legislature judged many state residents to be unserved or underserved by low cost public transportation, and federal funds were immediately available to enable the State to coordinate and expand its programs that address this growing need. Thus, the Bureau was established. The Bureau of Public Transportation was formerly the Transportation Services Division of the Bureau of Planning and continues to be responsible for the activities of that division which includes the rail program, the air service review and analysis, waterways planning, and rail safety.

PROGRAM: The Bureau has four areas of emphasis.

Public Transportation. This is the first year of the Public Transportation Program during which 18 contracts to provide public transportation throughout the State have been executed. This includes contracts in each of the eight regions, the Lewiston-Auburn Transit Committee, and intercity bus service provided by the Bangor & Aroostook Railroad.

Rail Assistance Program. The annual update and program of projects has been submitted to and approved by the Federal Railroad Administration and rehabilitation projects have been authorized on the Belfast & Moosehead Lake Railroad, the Maine Central Railroad, and the Boston & Maine Railroad under the FRA Program. In addition, the New England Regional Commission Program has authorized projects on the Portland Terminal Company, the Maine Central Railroad, the Bangor & Aroostook Railroad, and the Canadian National Railroad. The Bureau is responsible for the monitoring and inspection of the project work.

Waterways Planning. The Bureau supervised the consultant effort in the conduct of a study of the rate structure of the Maine State Ferry Service and a study as to the feasibility of cargo handling facilities at Maine ports, principally Searsport and Portland. In addition, the Bureau has provided resource assistance to the Ferry Service Advisory Committee and maintains and publishes the tariff governing the use and charges of the State Ferry Service, as well as the use and charges applied at the Maine State Pier.

Regulatory Matters. The Bureau participated in the essential air service case at Presque Isle which resulted in an order from CAB specifying 40 seat aircraft nonstop service between Presque Isle and Boston. This proceeding resulted from the discontinuance of service at Presque Isle by Delta Airlines. The replacement carrier operating CV-600 aircraft is Bar Harbor Airlines. The Bureau participated in two general rail freight rate increases at the Interstate Commerce Commission and the case at ICC involving the control of a portion of the Boston & Maine (the Vermont & Massachusetts Railroad) by the Providence & Worcester Railroad.

PUBLICATIONS:

1. 1979-80 Update to the State Rail Plan.
2. Ferry Tariff Study
3. Feasibility Study of General Cargo Port Facilities in Maine.
4. Fish Pier Needs Study—Phase I.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC TRANSPORTATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Misc. Grants to Individual	200,000	200,000				
TOTAL EXPENDITURES	200,000	200,000				

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN HOWARD WENTWORTH, CHAIRMAN
SAMUEL NESBITT, ESQ., Secretary

Central Office: c/o Capt. Howard Wentworth, Islesboro, Me. *Telephone:* 338-1640
Mail Address: c/o Capt. Howard Wentworth, Islesboro, Maine
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation.

PROGRAM: The Commission held no meetings and conducted no activities during FY 80.

LICENSES, PERMITS, ETC.:
License:
Pilot Ship in Penobscot Bay River

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
General Operating Expense	36		36			
Trans. to Gen.-Fund Sta-Cap	7		7			
TOTAL EXPENDITURES	43		43			

BUREAU OF TRANSPORTATION PLANNING AND SERVICES

DANIEL WEBSTER, JR., DIRECTOR
GEDEON G. PICHER, Assistant Director

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3131
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 58 *Legislative Count:* 0
Organizational Units:

Environmental Services Division
Highway Systems and Programming Division
Data Resources Division
Airport Planning Division
Transportation Services Division*
Special Services Division

*Became Bureau of Public Transportation in March 1979.

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau appears as spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations, as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. Expertise was added to the Bureau in order to address all modes of transportation in the State. Highway safety activities were transferred from the Bureau to the Bureau of Safety. In late 1973, the Bureau was administratively reorganized and its name changed to Bureau of Planning. Other significant changes included the transfer of the traffic section to the Maintenance and Operations Division in the Bureau of Highways, and subsequently the addition of three new service divisions to the Bureau of Planning: Transportation Services, Environmental Services, and Special Services. In 1979, the Maine Legislature created a separate Bureau of Public Transportation within the Department of Transportation which assumed the duties previously performed by the Division of Transportation Services of the Bureau of Planning.

PROGRAM: The changes that have evolved in the Bureau of Transportation Planning and Services represent recognition of the need for realignment of responsibilities in the light of broader and all-inclusive modal considerations. Not only are all modes examined, but the inter-relationship of highways with other modes is continually evaluated.

The Bureau is continuing to schedule its work to utilize personnel of other Divisions of the Department. A change in the work schedule by a number of weeks, allows the Bureau to take up the slack during a slow season for other Divisions.

Environmental Services Division. The Bureau's Environmental Services Division maintains a continuing review process for all Departmental activities with environmental impact; conducts environmental studies; reviews projects in planning phase for potential environmental impacts; and advises Departmental personnel on environmental matters. The Bureau also recommends Departmental changes in policies and procedures relating to environmental matters and administers the scenic highway program.

Highway Systems and Programming Division. This Division of the Bureau is responsible for transportation planning in the urban areas of the state and specifically for continuing transportation planning efforts in Portland and Lewiston-Auburn and for conducting special transportation studies. Also this Division is responsible for development of the Biennial Highway and Bridge Improvement Program.

Data Resources Division. One of the activities of the Bureau is provided by its Data Resources Division relating to highway data resources, including traffic counting, vehicle classification, sufficiency rating, truck weighing and travel data collections. Work in FY 80 included development of a computer-based system which allows fuller department-wide use of information generated by the Bureau of Planning's Data Resources Division and various sections of other MDOT bureaus.

Airport Planning Division. This Division is responsible for conducting statewide airport planning, coordinated with all federal, state, county, town and city governmental bodies and, at times, with private industries, businesses and citizens. The Division establishes needs in an order of priority and develops appropriate airport construction programs; advises and cooperates with the Bureau of Aeronautics on airport operational problems, and supervises the development and partial funding of airport master plans throughout the State either ongoing or proposed; and responds to all requests for aviation information from other State departments and agencies.

Transportation Services Division. The Bureau's Transportation Services Division was responsible for providing an initial overview of Maine's transportation problems and suggesting priorities for response to these problems in such modes of travel as highway, air, water and rail. The Division engages in three basic types of activities: proceedings before federal regulatory agencies involving the State of Maine, transportation studies, and the development of transportation service and rate information.

Special Services Division. The Special Services Division provides a number of basic services, including provision of mapping services for MDOT, other state departments and the general public; maintenance of media relations; provision of public information to citizens of Maine regarding the policies and activities of the Department of Transportation; provision of information to Department employees; and provision of photographic services on a department-wide basis. To these basic duties can be added numerous miscellaneous activities peculiar to the category of special services.

PUBLICATIONS:
Highway Sufficiency Report
Maine Highway Atlas ($6.00)
Official Maine State Transportation Map
County Maps (large scale $1.00, small scale $.15)
Urban Maps ($.75)
Transportation News
Highway & Bridge Improvement Program
Bridge Improvement Program
Town Way Improvement Program

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION PLANNING AND SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,100,978			1,100,978		
State Share of Retirement	171,366			171,366		
Prof. Service, Not By State	406,852			406,852		
Other Prof Serv, By State	1,453			1,453		
Travel Expenses, In-State	31,930			31,930		
Travel Expense, Out-State	2,581			2,581		
Utilities	8,591			8,591		
Rents	81,311			81,311		
Repairs	4,605			4,605		
General Operating Expense	177,739			177,739		
Other Supplies	43,190			43,190		
Highway Materials	2,518			2,518		
Grants to Pub. & Priv. Orgs.	826,524			826,524		
Equipment Purchases	25,860			25,860		
Structures & Improvements	591,127			—2,277,606	2,868,733	
Trans. to Gen.-Fund Sta-Cap	45,735			45,735		
TOTAL EXPENDITURES	3,522,360			653,627	2,868,733	

BUREAU OF WATERWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2641
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 235; *Citation:* 23 M.R.S.A., Sect. 4206
*Average Count—All Positions:*61 *Legislative Count:* 70
Organizational Units:
Maine State Pier
State Ferry Service
Casco Bay Docks

PURPOSE: The Bureau of Waterways was established to implement the planned development of coastal resources, ports and harbors in the State of Maine by acquiring, constructing, operating and maintaining harbor facilities as may be necessary, and by operating and maintaining port facilities within the jurisdiction of the Department of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to generally foster the development of maritime activities in the State and provide for harbor development and the making of comprehensive surveys and plans for the use of port facilities, including piers and storage yards. The Bureau consults with and advises representatives of port communities and districts in the State as may desire to institute proceedings for local maritime and port development. Also the Bureau operates the Maine State Pier in Portland and maintains adequate piers in Casco Bay for the use of the authorized carrier to transport passengers and freight and operates the State Ferry Service which provides for the transportation of passengers and vehicles between three mainland points and five islands off the coast of Maine. Furthermore, the Bureau maintains certain wharves in Casco Bay for such ferry service; and promotes the advancement of waterborne commerce; and keeps informed as to present and future requirements of ocean shipping.

ORGANIZATION: The Bureau of Waterways was established by statute in 1972 as an administrative unit of the newly-created Department of Transportation. The Bureau assumed responsibility for all operations of the Maine Port Authority, which originated in 1929 and was made a unit of the Department also in 1972, except certain powers and duties relating to the development of Maine ports and facilities and the conduct of allied activities, which remained with the Authority.

PROGRAM: Attention continues to be directed toward improving the flow of import-export cargo through Maine ports, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. During 1980, these efforts were coordinated with the Transportation Services Division of the Bureau of Planning.

During the fiscal year 1980, the State Ferry Service transported 93,634 vehicles and 256,612 passengers between the three mainland and five island terminals. In addition, extensive rehabilitation of the timber cribwork at the Bass Harbor and Swan Island facilities was completed. Furthermore, the construction of a 36-vehicle parking/storage facility at the Lincolnville Terminal was completed and landscaped. This facility, in addition to providing mainland parking for non-resident island visitors wishing only to picnic or hike/bike the Island of Isleboro, more importantly provides sufficient vehicle storage, thereby eliminating the historical hazardous vehicle conflicts which resulted during the summer months when vehicular backages from the terminal into Route 1 occurred.

PUBLICATIONS:
Ferry Service Sailing Schedules—no fee
Operating Practices and Policy of the Maine State Pier—no fee
Port Books of the Port of Portland and the Port of Searsport—no fee

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATERWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	888,923					888,923
State Share of Retirement	150,869					150,869
Prof Service, Not By State	169,796	44,631				125,165
Other Prof Serv, By State	62,696					62,696
Travel Expenses, In-State	29,921					29,921
Travel Expense, Out-State	1,612					1,612
Operation—State Vehicles	478,255					478,255
Utilities	41,272					41,272
Rents	23,458					23,458
Repairs	358,843				57,311	301,532
Insurance	91,668					91,668
General Operating Expense	21,053					21,053
Fuel	38,282					38,282
Other Supplies	21,672					21,672
Depreciation	21,434					21,434
Highway Materials	337					337
Grants to Local Govts.	—38,815				—38,815	
Equipment Purchases	24,000	24,000				
Debt Retirement, Interest	126,130					126,130
Chgs. to Asset/Liab. Accts.	501					501
Trans to Enterprise Fund	1,381,665	1,381,665				
Trans. to Gen.-Fund Sta-Cap	23,658				611	23,047
TOTAL EXPENDITURES	3,917,230	1,450,296			19,107	2,447,827

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 8 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions and one representing the general public. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will be involved during 1980 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1980: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Bureau of Highways.

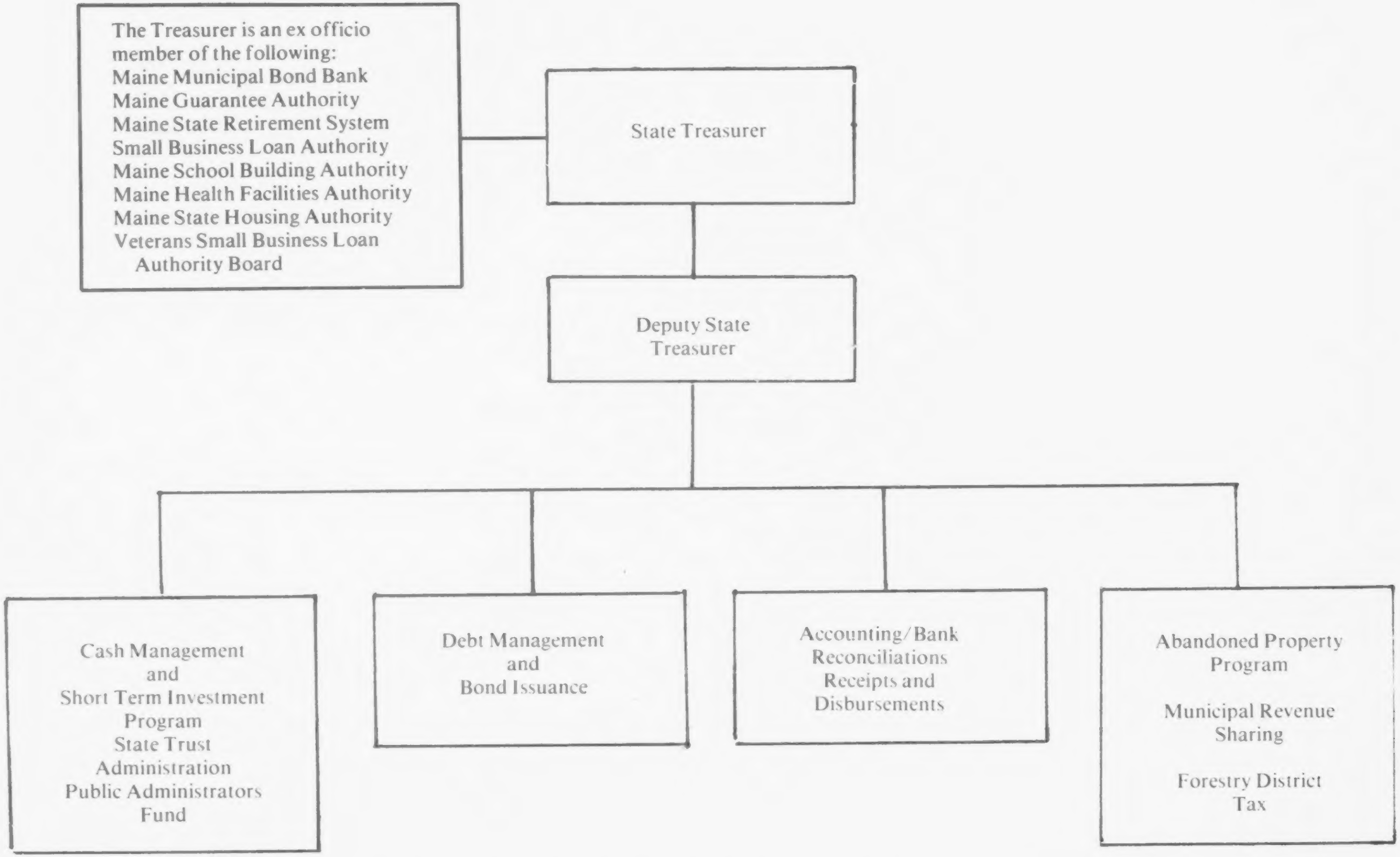
(OFFICE OF) TREASURER OF STATE

JERROLD B. SPEERS, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 10 *Legislative Count:* 12

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling

ORGANIZATION CHART
(OFFICE OF) TREASURER OF STATE


The Treasurer is an ex officio member of the following:
Maine Municipal Bond Bank
Maine Guarantee Authority
Maine State Retirement System
Small Business Loan Authority
Maine School Building Authority
Maine Health Facilities Authority
Maine State Housing Authority
Veterans Small Business Loan Authority Board
State Treasurer
Deputy State Treasurer
Cash Management and Short Term Investment Program State Trust Administration Public Administrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations Receipts and Disbursements
Abandoned Property Program
Municipal Revenue Sharing
Forestry District Tax

CONSOLIDATED FINANCIAL CHART FOR FY 80
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	148,373	148,373				
State Share of Retirement	25,476	25,476				
Prof Service, Not By State	17,474	17,474				
Computer Service, By State	1,224	653	571			
Travel Expenses, In-State	682	682				
Travel Expense, Out-State	3,248	3,248				
Utilities	4,625	4,625				
Repairs	1,221	1,221				
Insurance	6	6				
General Operating Expense	77,204	76,249	955			
Other Supplies	1,234	1,234				
Grants to Local Govts.	22,913,723	7,305,757	15,607,966			
Misc. Grants to Individual	22,543	22,543				
Pensions	22	22				
Equipment Purchases	1,712	1,712				
Debt Retirement, Interest	26,467,900	26,467,900				
Trans. to Gen.-Fund Sta-Cap	386		386			
TOTAL EXPENDITURES	49,687,053	34,077,175	15,609,878			

said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 2,300,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 270 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 2,500 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $265,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 3.58% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

PUBLICATIONS:

Official Statements from recent sales of State bonds and notes, no charge.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: 17 Bishop St., Portland *Telephone:* 207-797-7771
Mail Address: 17 Bishop St., Portland, Maine 04103
Established: 1941 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 1941 P&SL, Chap. 69
Average Count—All Positions: 210 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues several permits which authorize oversize loads and overlimit loads. The fee for either of these two types of permits is $10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

BOARD OF TRUSTEES UNIVERSITY OF MAINE

STANLEY J. EVANS, M.D., CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 3,731
Organizational Units:
Board of Trustees
Office of the Chancellor
System-Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine at Orono (UMO)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Ausuta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1979 enrollment in all University programs totaled 27,676 and 4,287 persons were awarded degrees in 1978/79. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, Health Education Resource Center at UMF, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1979

BY EMPLOYEE CATEGORY	
Faculty	994
Professional and Administrative	886
Classified	1,851
Total	3,731
BY SOURCE OF FUNDING	
Educational and General	2,574
Auxiliary Enterprise	519
Restricted	638
Total	3,731

PUBLICATIONS:

(1) *Improving The University of Maine,* A Report of The Trustee ad hoc Committee on Academic Planning, March 1977.

(2) *The Chancellor's Report,* University of Maine.

(3) Chancellor's Newsletter, University of Maine

(4) Improving Student Life in the University of Maine, A Report of the Trustee Committee on Student Life, April 1980.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
June 30, 1980

The significant accounting policies followed by the University of Maine are described below to enhance the usefulness of the financial statements to the reader.

Modified Accrual Basis. The financial statements of the University have been prepared on the modified accrual basis. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and (2) transfers of a non-mandatory nature in all other cases.

Fund Accounting. The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the institution, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to insure compliance with limitations and restrictions placed on the use of resources.

Current Unrestricted General Funds. Current Unrestricted General Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees, or their designates to meet current expenditures for any purpose.

Current Designated Funds. Current Designated Funds are Unrestricted Funds for which the University's Board of Trustees or administration stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may change the designation at any time and redesignate the funds for some other use.

Current Restricted Funds. Current Restricted Funds, derived from appropriations, gifts, grants and matching funds provided by the University, may be used only to meet current expenditures for the purposes specifically identified by the donors or other sponsoring agencies.

Loan Funds. Loan Funds, derived from Federal or State appropriations, gifts, grants and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or other sponsoring agencies.

Endowment Funds. Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the income be used to meet current expenditures. Quasi-endowment funds have been established by the Board of Trustees for the same purposes as endowment funds, however, any portion of quasi-endowment funds may be expended.

Plant Funds. Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used to meet expenditures for construction of additional facilities, major renovations, and retirement of indebtedness arising therefrom.

Appropriated Current Fund Balance. The appropriated current fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, together with other balances of reserves which are allocated and available for future use in connection with the purposes for which they were approved by the Board of Trustees.

Restricted Gifts and Grants. The University records restricted gifts and grants at the time the services have been performed or funds have been received. When these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the statement of current fund revenues, expenditures and transfers.

Endowment Fund Investments. Endowment fund investments and investment activity are recorded at market value. Fluctuations in market value are reflected in the financial statements as unrealized gain or loss on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro rata share of the pool.

Investment in Plant. Plant assets are stated at cost when purchased or constructed or at fair market value when acquired by gift. In accordance with the practice generally followed by colleges or universities, no provision for depreciation has been recorded in the accounts.

Funds for Retirement of Indebtedness. The University transfers a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a plant fund reserve which is used to repay auxiliary enterprise indebtedness.

Other Significant Accounting Policies. Other significant accounting policies are set forth in the financial statements and the notes thereto.

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1980

	1980			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	$22,526,361	$ —	$ —	$ 22,526,361
Governmental appropriations-state	42,925,000	—	939,060	43,864,060
Governmental appropriations—federal	216,397	—	3,610,053	3,826,450
Governmental grants and contracts-state	—	161,318	3,532,680	3,693,998
Governmental grants and contracts-federal	—	—	17,232,776	17,232,776
Private gifts, grants and contracts	—	27,353	2,836,108	2,863,461
Endowment income	21,109	184,675	571,838	777,622
Recovery of indirect costs	2,118,393	—	3,669	2,122,062
Sales and services of educational activities	1,691,987	901,731	23,372	2,617,090
Other sources	4,907,955	429,726	279,532	5,617,213
Total educational and general	$74,407,202	$1,704,803	$29,029,088	$105,141,093
Sales and services of auxiliary enterprises	21,194,434	—	—	21,194,434
Total revenues	$95,601,636	$1,704,803	$29,029,088	$126,335,527
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$31,315,808	$1,083,767	$ 4,058,949	$ 36,458,524
Research	3,711,367	474,805	7,863,687	12,049,859
Public service	2,304,900	304,714	6,741,139	9,350,753
Academic support	7,593,457	168,251	670,459	8,432,167
Student services	6,268,846	62,171	119,597	6,450,614
Institutional support	7,974,617	141,421	149,490	8,265,528
Operation and maintenance of plant	9,342,413	2,117	—	9,344,530
Student aid	1,432,733	18,533	9,425,767	10,877,033
Mandatory transfers for loan funds	281,874	—	—	281,874
Total educational and general expenditures and mandatory transfers	$70,226,015	$2,255,779	$29,029,088	$101,510,882
Auxiliary Enterprises—				
Expenditures	$19,479,092	—		$ 19,479,092
Mandatory transfers for retirement of indebtedness	1,273,715	—		1,273,715
Total auxiliary enterprises	$20,752,807	—		$ 20,752,807
OTHER TRANSFERS:				
Current funds-appropriated	$ 480,622	$ —		$ 480,622
Current funds-designated (Note 1)	302,796	(550,976)		(248,180)
Current funds-restricted	2,871	—		2,871
Endowment funds	(49,800)	—		(49,800)
Plant funds-unexpended	3,411,546	—		3,411,546
Plant funds-retirement of indebtedness	276,744	—		276,744
Total transfers	$ 4,424,779	$ (550,976)		$ 3,873,803
Excess of revenues over expenditures and transfers	$ 198,035			$ 198,035

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

ROY ALLEN, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: 6 Winslow Hall, UMO, Orono *Telephone:* 581-7422
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 3 mills-per-pound (growers' tax).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

In practice, the University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

PROGRAM: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

As a result of previous research and an effective Extension program, growers are very rapidly adopting new technology for the control of grass and weeds in blueberry fields. A new weed roller has been developed for the application of herbicides. All indications point to significantly increased yields per acre. While there has been a decreased emphasis on blueberry breeding, the Experiment Station has developed a cooperative arrangement with Canadian researchers to evaluate new plant material and cultural practices being developed in Canada.

Other research continues on better methods to control insects, diseases, and cultural practices to further improve plant stand and yields from blueberry fields. Emphasis is being given to improving the plant stand and more intensive cultural practices. New research has been initiated to conserve energy by mechanical methods of pruning blueberries rather than by burning them with fuel oil.

PUBLICATIONS:

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
S 479, Producing Blueberries in Maine
S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields

FINANCES, FISCAL YEAR 1980: The expenditures of this unit amounted to $42,000 in FY 80 and are, by administrative decision, included with those of the Maine Blueberry Commission.

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine at Orono, Orono *Telephone:* 581-7603
Mail Address: 162 College Ave., Orono, Maine 04469
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results. BPA's aim is to help public officials do more than react to rapidly changing conditions and complex problems; it is to assist them in becoming creators rather than victims of circumstances.

ORGANIZATION: When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

PROGRAM: The Bureau of Public Administration provides an extensive management education program for public officials at both the state and local level. A wide variety of general management programs (Supervision, Management by Objectives, Communication Skills, etc.), are supplemented by technical, skill-oriented offerings (Public Speaking, Labor Relations, Personnel Practices, etc.). More recently, BPA has placed greater emphasis on tailoring specific educational efforts to the "in- house" organizational needs of municipalities and state agencies.

Another recently developed service is organization Development and Consulting Assistance. This service assists organizations in diagnosing key problems and working with them to develop viable solutions. Some examples of successful approaches include Interpersonal and Intergroup Conflict Resolution, Techniques for Policy Makers and Organizational Analysis. With over 800 training offerings in fifteen years of existence, BPA is recognized as a leading agency in providing public management training in Maine.

In addition, BPA has expanded its applied research capability. Research activities focus on broad governmental policies and problems as well as more specific, short-term analyses of immediate problems. Financial management, recreation, special districts, tax exempt municipal properties, community development, and municipal manpower trends represent some current areas of BPA research. In most instances, research efforts result in published materials. These serve as curriculum resources, guidelines for legislative action, or continuing reference sources.

During the past fiscal year, research and training activities have continued in areas of great interest and need to state and local government personnel, especially regarding financial management, elected officials training, and personnel management.

PUBLICATIONS:
Model Finance & Accounting Procedures, 1979. $10.00/Postage $2.00.
Maine Local Government—A Handbook for Elected Officials. Laura E. Campbell, ed., April, 1978. $10.00
Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. $3.00.
Charter Study Series. James J. Haag, et. al., 1970. $6.00 set of 5.
Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974, $2.50.
Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975, $2.50.
Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975, $2.50.
Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975, $2.50.
Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, $2.50.
Complete publications list available upon request.

FINANCES, FISCAL YEAR 1980: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

VEHICLE EQUIPMENT SAFETY COMMISSION

ROGER L. MALLAR, STATE OF MAINE COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1963 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was very active during 1980. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

ROBERT G. O'MALLEY, MANAGER

Central Office: 1 Community Drive, Augusta; *Floor:* 2 *Telephone:* 289-2094
Mail Address: Statehouse Sta. #99, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 216; *Citation:* 37A M.R.S.A., Sect. 41
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed $4 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes of real and personal property and make and enter into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

ORGANIZATION: This Board is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The Board consists of 9 members, including the Director of Veterans Services and 8 members appointed at large by the Governor.

VETERANS SMALL BUSINESS LOAN

PROGRAM: After its sixth year of operation, the Maine Veterans Small Business Loan Authority Board approved loans representing $3,113,960. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, and artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The Board has had to honor its guarantee on only 1 loan for a total of $2,969 during its current year of operation. This is a very small loss ratio; much lower than was ever anticipated when this program was developed. Projections after 6 years of operations stated losses of $300,000. As evidence by the performance the Authority experienced less than 15 percent of that amount. The new businesses which have been established are estimated to be generating $4 million in sales. They are also paying taxes in various forms to the local and State government. The overall economy and benefit to the State would seem to more than justify the performance of this Board.

A bill was passed by the Legislature and signed into law by the Governor increasing the individual loaning limits from $15,000 to $30,000. In November of 1976 the public by referendum increased the overall limits from $2 million to $4 million.

LICENSES, PERMITS, ETC.: Loan Authorization and Guarantees.

PUBLICATIONS: Fact sheet explaining the program.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	38,863					38,863
State Share of Retirement	6,096					6,096
Prof Service, Not By State	230					230
Travel Expenses, In-State	5,007					5,007
Utilities	1,410					1,410
Rents	2,331					2,331
Insurance	19					19
General Operating Expense	3,380					3,380
Other Supplies	217					217
Trans to Enterprise Fund	—26,546					—26,546
Trans. to Gen.-Fund Sta-Cap	1,311					1,311
TOTAL EXPENDITURES	32,318					32,318

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT C. MacFARLAND, CHAIRMAN

Central Office: 175 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37A M.R.S.A., Sect. 1402
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members and is assisted by the Bureau of Public Improvements in advisory and technical matters. It may employ such assistance as deemed necessary after the construction phase starts. The members of the Board serve without pay, but may be reimbursed for expenses.

The Board must meet at least six times annually.

PROGRAM: The Board has prepared a Certificate of Need application to construct a 200 bed nursing home on the Cony Road in Augusta. The application is currently pending final action by the Department of Human Services.

FINANCES, FISCAL YEAR 1980: Special note: The Legislature has appropriated $165,000 (LD 1248) for the operations of the Board. The Veterans Administration has allocated $3.9 million to the Maine Veterans Home to match the $2.1 million State Bond Issue for a total construction cost of $6 million. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF VISITORS (TO STATE INSTITUTIONS)

CONTACT: 289-3161

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34 M.R.S.A., Sect. 41
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Each Board of Visitors shall have the right to inspect the institution to which it is assigned and to make recommendations relative to the management of those institutions to the Commissioner of the Department of Mental Health and Corrections. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services and each Board of Visitors shall appear before the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A Board of 5 persons, is appointed by the Governor in connection with each state institution under the Department of Mental Health and Corrections and the Governor Baxter State School for the Deaf within the Department of Educational and Cultural Services. These 5 shall be appointed for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on any Board of Visitors. The members of the Boards of Visitors shall receive no compensation. The re-appointments have not been made to either Board by the Executive Office or requested by the Department.

PROGRAM: The Mental Health Advisory Council has taken on some of the responsibility for overseeing the role of the mental health institutes. The Board of Visitors at the Augusta Mental Health Institute has not met for three years and is considered inactive; while the Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute and is comprised of voluntary community representatives.

FINANCES, FISCAL YEAR 1980: This unit is not authorized to receive or expend funds.

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

ALFRED M. SAVIGNANO, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: 1 Memorial Circle, Augusta; *Floor:* 4 *Telephone:* 622-4709
Mail Address: 1 Memorial Circle, PO Box 17, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 091; *Citation:* 1969 Exec. Order 07-69
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

ORGANIZATION: The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 19 categories of groups concerned with vocational education policy. There were 25 members during FY 80. The staff consists of the executive director, staff assistant, and secretary. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 79 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring public hearings in Presque Isle, Bangor, Waterville, Lewiston, and Portland; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the Post-secondary Education Commission of Maine (PECOM), the State Employment and Training Council (SETC) through MACVE's representatives on those bodies. In addition, MACVE drew up a Council work plan for fiscal year 1979 which determines MACVE's own priorities and outlines how the Council will try to implement those priorities in light of its responsibilities under the 1976 Vocational Education Amendments.

PUBLICATIONS:

1979 Annual Report
1978 Annual Report

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE VOCATIONAL DEVELOPMENT COMMISSION

H. SAWIN MILLETT, JR., CHAIRMAN

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-2321
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 94; *Unit:* 048; *Citation:* 26 M.R.S.A., Sect. 1261
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission seeks, accepts and acts on applications for the establishment of training programs in any new or expanding industry presently existing or intending to locate in Maine. Funds received by the Commission are to be used for the development of individual training programs, the lease and purchase of facilities or equipment for training programs and the hiring of instructors for, and the promotion of, training programs.

ORGANIZATION: The Maine Vocational Development Commission consists of the Commissioner of Educational and Cultural Services, the Commissioner of the Department of Manpower Affairs and the Director of the State Development Office who serve on this commission without compensation.

PROGRAM: The purpose is to provide training assistance to employers in new or expanding industry that results in the creation of new job positions. Operationally, an applying company works out a training proposal with the assistance of a representative from the Bureau of Vocational Education. This proposal identifies new positions, their salary range, a training outline, and a commitment by the company to employ. The proposal is then reviewed by the Commission for approval or disapproval.

The $20,000 allocated to the Commission for FY 80 was expended in the training of machine operators for the Pratt & Whitney Corporation located in South Berwick. This commitment was made in conjunction with the relocation of part of their facilities from Connecticut. It was part of an estimated $700,000 expended in the training of employees due to the relocation.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 261-3758
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1947 *Sunset Review:* Not Established

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

"Aqua News"—a quarterly newsletter providing information on Commission projects and members, and on current events in local and national water pollution control efforts.
The Annual Report of the NEIWPCC
Three Brochures:
  "In Search of Clean Water"—facts and figures on water and water pollution in layman's language.
  "Stand Up for Clean Water"—a look at cleanup efforts on our regional waterways.
  "Careers in Water Pollution Control"—discussion of careers in water cleanup.
Technical reports on various research and demonstration projects of the NEIWPCC Audio-visual educational materials.

FINANCES, FISCAL YEAR 1980: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

BOARD OF CERTIFICATION
(Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN
GERALD BATES, Secretary

Central Office: 175 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Citation:* 22 M.R.S.A., Sect. 2624
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The board determines the competency of individuals responsible for the operation of public water systems within the State. This determination is made by securing information from sources, such as the Association Boards of Certification, other states; the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator. Renewal certificates are issued for previously certified operators. Records are maintained for annual fees, application for and discontinuance of certificates, requests for examinations, notifications of status and to hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 5 persons as follows: two certified operators with one holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply. Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. The Department of Human Services representative of the Board serves as secretary and is responsible for maintaining records and providing administrative support.

PROGRAM: The Board determines the ability of water utility employees for certifying. Each public water utility in the state by statute must have a certified operator. Two examinations are held each year. Four hundred and thirty-six (436) operators are presently certified.

LICENSES, PERMITS, ETC.:
Water Certification

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CERTIFICATION (WATER TREATMENT PLANT OPERATORS)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Travel Expenses, In-State	281	281				
General Operating Expense	663	663				
Other Supplies	380	380				
TOTAL EXPENDITURES	1,324	1,324				

MAINE COMMISSION FOR WOMEN

RUTH C. JOSEPH, CHAIRPERSON
JACQUELINE POTTER, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta *Telephone:* 289-3418
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333
Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Commission's purpose is to act in a watchdog capacity over the needs and opportunities, or lack thereof, of all Maine women; to research and to educate the general public and private organizations; to start or carry on activities to fill the needs of women; to advise and counsel the Governor and Legislature on these same matters; and to encourage women to seek governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM:

In March, 1980 the Maine Commission for Women adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches;
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.

These goals provide a broad framework in which the newly hired executive director and the committee structure of the Commission formulate program priorities. The traditional Commission activities will be carried out within this framework. Those activities include:

Talent Bank. The Talent Bank file contains the names and background summaries of women who wish to be appointed to serve on various boards and commissions in Maine State government. The file has recently been updated. Staff keeps in contact with State departments on a regular basis in order to promote the Talent Bank participants for appointments. Also, the Commission provides a list of upcoming vacancies 4 times a year to these women in the Talent Bank.

Winning with Women. The Commission sponsored two workshops this past January, in Portland, and in Bangor, to provide assistance to women interested in seeking elective office.

Information Center. The Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences.

During the coming year, the Commission hopes to broaden its activities and audience by publishing a quarterly newsletter, co-sponsoring a variety of community discussions, sponsoring activities for women within State government and facilitating a conference for women in unions.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

Handbook For and About Working Women in Maine, published jointly by the Maine Commission for Women and the Women's Training and Employment Program.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	15,351	15,351				
State Share of Retirement	2,698	2,698				
Prof. Service, Not By State	1,333	1,086	247			
Other Prof. Serv., by State	34	34				
Travel Expenses, In-State	3,082	3,082				
Travel Expense, Out-State	710	710				
Utilities	1,614	1,614				
Insurance	1	1				
General Operating Expense	1,336	1,336				
Food	44	44				
Other Supplies	241	241				
Equipment Purchases	689	689				
Trans. to Gen.-Fund Sta-Cap	34		34			
TOTAL EXPENDITURES	27,167	26,886	281			

WORKERS' COMPENSATION COMMISSION

CHARLES D. DEVOE, CHAIRMAN
JOHN J. JOLICOEUR, Executive Secretary

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91
Average Count—All Positions: 29 *Legislative Count:* 30

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. The present Commission consists of six members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years.

Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission, and also authorized the increase in the number of the members appointed by the Governor to six. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor. The six members appointed by the Governor must be lawyers and members in good standing of the Maine Bar. The Commission appoints an executive secretary and full or part-time reporters and such clerical assistance as necessary. The Commission also has a Vocational Rehabilitation Counselor who places in training injured workers who cannot return to their normal employment because of disabling injuries.

PROGRAM: The Workers' Compensation Commission continues to experience a substantial increase in its workload due to the passage of a mandatory law which became effective on June 28, 1974, and which was passed without funding. The waiting period was also reduced from seven to three days on November 29, 1974, and this has also contributed to an increased workload. The number of First Reports of Injury filed in F/Y 78 totaled 43,989, and for F/Y 79, the total was 50,248. The increase between F/Y 78 and F/Y 79 amounted to 14%. Total First Reports filed in F/Y 80 amounted to 52,568. The increase between F/Y 79 and F/Y 80 amounted to 4%. Agreements processed by the Commission in F/Y 78 totaled 12,357, and in F/Y 79 Agreements totaled 13,715, for an increase of 11%. Agreements processed in F/Y 80 totaled 14,453. The increase over F/Y 79 amounts to 5%. The number of petitions of all kinds filed in F/Y 78 totaled 3,556, and in F/Y 79, petitions filed totaled 3,756, for an increase of 6%. In F/Y 80, a total of 5,308 petitions were filed. The increase between F/Y 79 and F/Y 80 amounts to 41%. The total number of hearings held in F/Y 78 amounted to 6,364 and in F/Y 79 total hearings held amounted to 8,461; this amounted to a percentage increase of 33%. In F/Y 80, a total of 8,821 hearings were held. The increase between F/Y 79 and F/Y 80 amounts to 4%.

The balance of the Second Injury Fund as of June 30, 1980 was $133,880.63.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$ 110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group has been transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3, 1980, per Chapter 577, P.L. 1979

PUBLICATIONS: "Maine Worker's Compensation Act and Occupational Disease Law" booklet is published every other year. Copies must be ordered from the printer.

FINANCES, FISCAL YEAR 1980: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	366,712	366,712				
State Share of Retirement	60,632	60,632				
Prof Service, Not By State	68	68				
Travel Expenses, In-State	10,702	10,702				
Travel Expense, Out-State	783	783				
Operation—State Vehicles	2,704	2,704				
Utilities	7,973	7,973				
Repairs	1,144	1,144				
Insurance	14	14				
General Operating Expense	21,507	21,507				
Other Supplies	4,293	4,293				
Equipment Purchases	5,161	5,161				
TOTAL EXPENDITURES	481,693	481,693				

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